

Preschool Program Licensing Rules

CHAPTER 3301-37

OF THE ADMINISTRATIVE CODE

EFFECTIVE JULY 1, 2009



Ohio

Department
of Education

State Board of Education

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Dear Educators:

Early childhood programs play an essential role in the healthy development and education of our children. The preschool licensing rules help ensure that Ohio's young children are served in safe, nurturing and high-quality learning environments.

This publication presents Ohio's rules for licensing preschool programs in accordance with Chapter 3301-37 of the Ohio Administrative Code, which were reviewed and revised by the State Board of Education in 2008 and became effective July 1, 2009.

The Ohio Department of Education (ODE) has been responsible for licensing and monitoring all early childhood programs operated through the state's public schools, county boards of Developmental Disabilities and eligible chartered nonpublic schools since 1988. ODE also licenses and monitors all child care programs that receive state or federal funds.

Licensed sites that are in compliance with the applicable state rules ensure that:

- ▶ Programs are located in safe, convenient facilities;
- ▶ Curriculum experiences are developmentally appropriate;
- ▶ Programs are staffed by persons qualified to teach and nurture young children;
- ▶ Children are immunized; and
- ▶ Programs involve parents in their child's education.

As part of the licensing and monitoring process, the Department conducts at least one site visit annually to each preschool or school-age child care program. Following these visits, ODE reports any noncompliance issues to superintendents and chief executive officers and submits aggregated data regarding these and other related administrative matters in a report to the Governor and legislators. All information regarding licensing is available online at education.ohio.gov, keyword search: *preschool licensing*.

Sincerely,

Sandra Miller, *Director*
Office of Early Learning and School Readiness

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Rules for Preschool Programs Chapter 3301-37

Summary of Changes Effective July 1, 2009

| Rule | Title | Description | Summary of Changes |
|------------|----------------------------|--|---|
| 3301-37-01 | Definitions | Defines terms used in Chapter 3301-37 | <p>Additions/ Clarification of Terms</p> <ul style="list-style-type: none"> ▶ Alignment ▶ Curriculum ▶ Early Learning Program Guidelines ▶ Eligible nonpublic ▶ Group size ▶ Non-toilet-trained toddler ▶ Volunteer |
| 3301-37-02 | Compliance & Investigation | Clarifies the licensing processes and which programs are required to be licensed by the Ohio Department of Education | <p>Clarifications</p> <ul style="list-style-type: none"> ▶ New governing board needs to apply for license when governing bodies change. ▶ Need for and posting of corrective action plan. <p>Addition</p> <ul style="list-style-type: none"> ▶ Serious risk rules |
| 3301-37-03 | Program | Overview of the program's plan of operations | <p>No major changes</p> <ul style="list-style-type: none"> ▶ Nap requirements - rule consolidation; required for those in attendance five or more hours |
| 3301-37-04 | Staff | Roles, responsibilities, qualifications of staff members | <p>Reflects changes to Ohio Revised Code and Ohio Department of Job and Family Services licensing:</p> <ul style="list-style-type: none"> ▶ Three references required; ▶ BCII and FBI checks; ▶ Medical statement; ▶ Non-guilty no conviction statement required; ▶ Director responsibilities; ▶ Montessori kindergarten/preschool grouping. <p>Clarifications/ additions</p> <ul style="list-style-type: none"> ▶ Requirements for publicly funded staff. ▶ Staff member qualifications for special education updated to correlate with the revised Operating Standards for Ohio Educational Agencies Serving Children with Disabilities. ▶ Special education group size/waivers updated to align with revised Operating Standards for Ohio Educational Agencies Serving Children with Disabilities. ▶ Volunteers used in ratio. ▶ Substitutes requirements. ▶ In-service hours. |
| 3301-37-05 | Facility | Requirements for the facility and space | <p>Deleted (based on stakeholder recommendations)</p> <ul style="list-style-type: none"> ▶ Mixing of non-toilet-trained children and diapered children to achieve greater flexibility. |

| Rule | Title | Description | Summary of Changes |
|------------|------------------------------------|---|--|
| 3301-37-06 | Equipment and Supplies | Safe and sanitary requirements for equipment and supplies | Addition <ul style="list-style-type: none"> ▶ Storage of cleaning and sanitizing supplies. |
| 3301-37-07 | Policies and Procedures | Policies and procedures that guide program operations | Additions: <ul style="list-style-type: none"> ▶ Procedure for checking references. ▶ Funded programs health and developmental screenings. ▶ Reporting injuries to parents. Clarification: <ul style="list-style-type: none"> ▶ Training for child abuse prevention. ▶ Service plan for child with disabilities. |
| 3301-37-08 | Child Information | Record keeping of pertinent child information | Additions: <ul style="list-style-type: none"> ▶ Child with IEP cannot be excluded (previously in 3301-51 Operating Standards for children with disabilities). ▶ Child's medical records updated every 13 months instead of 12 months ▶ Other medical professionals authorized to sign a medical statement. ▶ Log/record of injuries. |
| 3301-37-09 | School Food Services | Provision of meals, snacks, food | No major changes. |
| 3301-37-10 | Behavior Management/ Discipline | Clarification of discipline | No major changes. |
| 3301-37-11 | Management of Communicable Disease | Ensure health and well-being of children and environment | No major changes. |
| 3301-37-12 | Diapering | Ensure health and well-being of children and environment | Addition: <ul style="list-style-type: none"> ▶ Disposable gloves required |

Note:

Statutory changes have occurred since these rules became effective on July 1, 2009.

Section 3301.57 of the Revised Code changed with HB 1 to require the Ohio Department of Education (ODE) to inspect preschool programs at least once during any 12-month period and can inspect more often. All inspections may be unannounced. Wherever the rules refer to two inspections per year, note that it is now once per 12 months.

The Ohio Department of Mental Retardation and Developmental Disabilities (DD) had a name change to the Ohio Department of Developmental Disabilities (ODODD). References in this document have been changed to DD.

3301-37-01: Definitions

- (A) Adult means a person who is at least 18 years of age.
- (B) Alignment means the coherence and correlation of the curriculum and assessments to standards.
- (C) “Adult education program” means the adult education program receives funds under the Department of Education’s (ODE’s) state plan for implementing the Workforce Investment Act of 1998. (August 1998)
- (D) “Class” means a group of children enrolled in the preschool program; maximum group size is specified in section 3301.56 of the Ohio Revised Code.
- (E) “Crib” means a full-sized crib or porta-crib, whichever is appropriate to the size of the child.
 - (1) “Full-sized crib” means a crib which has an interior dimension greater than 51” (plus or minus 5/8”) in length and 27 7/8” (plus or minus 5/8”) in width. With the mattress support in its lowest position and the crib side in its highest position, the vertical distance from the upper surface of the mattress support to the upper surface of the crib side and/or end panel shall not be less than 26”. A full-sized crib shall be assigned only to children less than 35” tall. Children over 35” tall shall be assigned to use a cot.
 - (2) “Porta-crib” means a crib which has an interior dimension smaller than 49 3/4” (plus or minus 5/8”) in length and 26 5/8” (plus or minus 5/8”) in width. With the mattress support in its lowest position and the crib side in its highest position, the vertical distance from the upper surface of the mattress support to the upper surface of the crib side and/or end panel shall not be less than 22”. Children enrolled in the program shall not use porta-cribs with dimensions less than 36” in length and 24” in width.
- (F) “Curriculum” means an organized framework that describes those components of developmentally appropriate practice necessary to support optimum development and learning and includes the following:
 - (1) Classroom environment;
 - (2) Concepts and skills in all content areas and developmental domains;
 - (3) Learning experiences;
 - (4) Instructional strategies to help children achieve their goals; and
 - (5) Assessment processes to inform instruction to monitor progress.
- (G) “Department” means the Ohio Department of Education.
- (H) “Developmentally appropriate” means curriculum, instruction, environments and age-appropriate activities that reflect the cognitive, social and emotional level of the learner and also includes the unique abilities or characteristics of a learner or group of learners including learners with disabilities, unique ethnic and/or cultural characteristics and unique life experiences.
- (I) “Director” means the person responsible for supervision of a preschool program.
- (J) “Early Learning Program Guidelines” means the Department’s framework for preschool programs to address outcomes and goals considered essential for children’s learning and health development, which are available at <http://education.ohio.gov>.
- (K) “Eligible nonpublic school” means a nonpublic school chartered as described in division (B)(8) of section 5104.02 of the Revised Code¹ or chartered by the State Board of Education for any combination of grades 1 through 12, regardless of whether kindergarten is offered.
- (L) “Facility” means a building that is owned or leased and operated by the school district, educational service center, DD or eligible nonpublic school and has been approved by a municipal, township or county or state building department for the purpose of operating a program for preschool children.
- (M) “First-aid training” means a course approved by the Ohio Department of Health.
- (N) “Governing body” means a board of education for a school district, an educational service center or DD; or the group of persons who have similar authority over a nonpublic school program.

- (O) “Group size” means the number of children assigned to a head teacher in a classroom.
- (P) “Hand-washing facility” means a permanent-type fixture with running water which conforms to the requirements of the Ohio plumbing code, as established in division 4101:3 of the Administrative Code.
- (Q) “Head teacher” means a person hired to guide and instruct a class of preschool children enrolled in the program and who may supervise the preschool program.
- (R) “Infant” means a child who is less than 18 months of age.
- (S) “DD board” means a county board of developmental disabilities.
- (T) “Non-ambulatory child” means any child who is unable to leave a building unassisted under emergency conditions; unable to walk forward or backward unassisted; unable to go up or down steps without help; and/or dependent upon mechanical aids such as crutches, walkers and wheelchairs.
- (U) “Non-teaching employee” means a preschool employee whose primary responsibilities are duties other than care, teaching and supervision of preschool children.
- (V) “Non-toilet-trained toddler” means a child who is at least 18 months of age, but less than 3 years of age, and requires the use of diapers, training pants or disposable pull-up underwear.
- (W) “Parent, guardian or custodian” means a person or government agency that is or will be responsible for a child’s school attendance under section 3321.01 of the Revised Code.
- (X) “Policies” mean principles governing the operation of the preschool program. Policies shall be established and adopted by the program’s governing body.
- (Y) “Preschool child” means a child who has not entered kindergarten and is not of compulsory school age.
- (Z) “Preschool child with a disability” means a child who is at least three years of age, but not of compulsory school age, as prescribed by chapter 3301-51 of the Administrative Code.
- (AA) “Preschool program” means either of the following:
 - (1) A program for preschool children that is operated by a school district board of education, an eligible nonpublic school; or
 - (2) A program for preschool children age three or older that is operated by a county DD board.
- (BB) “Preschool staff member” means a preschool employee whose primary responsibility is care, teaching or supervision of preschool children.
- (CC) “Procedures” means an administrative course of action specified in writing.
- (DD) “Public school” means a school operated by a board of education of a city, county, exempted village, local, joint vocational school district, a DD board or an educational service center governing body.
- (EE) “School-age child” means a child who is enrolled in kindergarten or age six and of compulsory school age according to the entry date determined by the school district in section 3321.01 of the Revised Code.
- (FF) “School district” means any city, county, exempted village, local, joint vocational and/or nonpublic school chartered by the State Board of Education or an educational service center if it operates a preschool program on behalf of area districts.
- (GG) “Supervision” means the process of overseeing the daily operation of the preschool program.
- (HH) “Teacher” means a person hired to instruct a class of preschool children enrolled in the program.
- (II) “Toddler” means a child who is at least 18 months of age, but less than three years of age.
- (JJ) “Toilet-trained child” means a child who does not require the use of diapers or training pants.
- (KK) “Volunteer” means an adult not counted in the child-staff ratio, except those designated in paragraph (U) of rule 3301-37-04 of the Administrative Code.

3301-37-02: Compliance and Investigation

- (A) No school district board of education, county DD board, educational service center or eligible nonpublic school shall operate, establish, manage, conduct or maintain a preschool program without a license issued under sections 3301.52 to 3301.59 of the Revised Code and this chapter of the Administrative Code. Preschool programs operated by a Head Start grantee or Head Start delegate agency shall be licensed under Chapter 5104 of the Revised Code.
- (B) Programs exclusively for children whose parent is enrolled in an adult education program are exempt from these rules provided, all of the following apply:
 - (1) At least one parent is on the premises and readily available at all times.
 - (2) The program is provided on a part-time basis during hours of operation.
- (C) Programs operated by a county DD board for children under the age of three are not required to be licensed through the Department of Education. Programs operated by a county DD board for preschool children age three and older are required to be licensed.
- (D) Programs in a building with a preschool program licensed by the Department of Job and Family Services (ODJFS) will be considered to meet the requirements of building standards provided:
 - (1) The approval is relevant to an existing preschool program licensed by ODJFS in that building.
 - (2) The existing license issued by ODJFS submitted with the program's application for licensing.
 - (3) A building plan is submitted with the application.
- (E) The governing body responsible for the preschool program's operation shall be responsible for securing a license for the facility in which the preschool program operates.
 - (1) If the program is relocated to a new facility, the governing body shall be responsible for notifying the Department (ODE) on the prescribed forms.
 - (a) If the new facility is not currently licensed by the Department (ODE) for preschool or school-age child care, a new license will be issued in accordance with sections 3301.52 through 3301.59 of the Revised Code and this chapter of the Administrative Code.
 - (b) If the new facility is currently licensed by the Department (ODE) for preschool or school-age child care, the existing license will be amended in accordance with paragraph (E) (3) of this rule.
 - (2) If the program is transferred to another governing body to operate the program, but remains in the same facility, both governing bodies are responsible for notifying the Department (ODE). The new governing board shall apply for a license.
 - (3) If a school-age child care program is added to an existing licensed preschool program or a preschool program is added to an existing licensed school-age child care program, a six-month provisional license shall be obtained for the new program. After the six-month provisional period, the license will adhere to the renewal timelines of the pre-existing license.
- (F) Programs will receive two on-site inspections in a 12-month period. One inspection shall be unannounced. All visits may be unannounced at the discretion of the Department (ODE). With the start of the FY 2010 fiscal year, House Bill 1 changed the requirement to one inspection in a 12-month period.
- (G) Data collected during a licensing inspection may be used in other inspections conducted by the Department with regard to specific program performance standards.
- (H) Records and reports related to the program shall be submitted as requested by the Department.

- (I) 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.
- (J) All complaints and reports concerning the operation of programs regulated by this Chapter of the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code may be reported to the Department ombudsman or the Department's Office of Early Learning and School Readiness. The name and phone numbers of both parties shall be posted in a conspicuous place near the posted program license.
- (K) All actions of the department with respect to licensing a preschool program, renewing a license, refusal to license or renew a license and revocation of a license, shall be in conformity with Sections 3301.57, 3301.58 and 119 of the Revised Code.
 - (1) Those licensing actions which shall afford the right to an administrative hearing include:
 - (a) The proposal to deny initial or renewal license;
 - (b) The proposal to revoke an existing license, be it provisional or a standard two-year license; or
 - (c) The proposal to deny a standard two-year license at the expiration of a provisional license.
 - (2) Those licensing actions that are of an administrative nature shall not afford the right to an administrative hearing. These actions include:
 - (a) Refusal to renew a license due to a lack of a timely filed renewal application and/or corrective action plan in accordance with section 3301.58 of the Revised Code.
 - (b) Rejection of any application for licensure for procedural reasons such as, but not limited to, incomplete submission, use of invalid form or failure to make information available to the Department or failure to make information available during an inspection.
- (L) A request for any administrative hearing afforded pursuant to Chapter 119 of the Revised Code and this chapter of the administrative code shall be made in writing to the Department of Education, Office of Early Learning and School Readiness and shall be considered to have been made as of the date the request is postmarked. Requests received by means other than the postal service shall be considered received when time/date stamped upon receipt by the Office of Early Learning and School Readiness, Department of Education.
- (M) The Department may deny or revoke a license or refuse to renew a license, if the applicant knowingly makes a false statement on the application, does not comply with the requirements of this Chapter of the Administrative Code or has pleaded guilty or been convicted of an offense described in section 3301.541 of the Revised Code.
- (N) If the Department revokes a license or refuses to renew a license, the program or fiscal agent shall not be issued a license within two years from the date of revocation of a license or refusal to renew a license.
- (O) The following are identified as "serious risk" violations of a license due to the great risk of harm to children.
 - (1) Children are left unsupervised pursuant to the requirements of this chapter.
 - (2) Ratio of staff to children is not maintained pursuant to the requirements of this chapter;
 - (3) Classroom and/or outdoor square footage do not meet the requirements of this chapter;
 - (4) Staff do not meet the training requirements for management of communicable disease, prevention of child abuse or first-aid as established by this chapter;
 - (5) Administration of medication procedures do not meet the requirements of this chapter;
 - (6) Evidence of physical punishment or physical or verbal abuse is verified.

- (P) Any serious risk violation described in, but not necessarily limited to, paragraph (O) of this rule, as reviewed by the Department at its discretion and in conjunction with other violations of the rules in this chapter, may result in any of the following:
 - (1) Prohibition of the issuance of a license pursuant to this chapter;
 - (2) Initiation of the process for license revocation; or
 - (3) Non-renewal of a license issued pursuant to this chapter.
- (Q) Any entity with serious risk violations shall provide documentation of correction to the Department (ODE) within 30 days from the date on the Department’s notification to the entity of said violation.



Frequently Used Information

Applying for an initial license

Rule 3301-37-02(A)

1. Complete the application
 - a. Include:
 - i. Building approval from local building authority. See the Ohio Department of Commerce website at: <http://www.com.ohio.gov/dico/BBSfaxBack.aspx> to identify your local authority;
 - ii. Current fire inspection (school building inspection acceptable);
 - iii. Food license or exemption (local health department);
 - iv. Floor plan measurements (refer to floor plan worksheet);
2. Use the Preparation for Site Visit Guide at: <http://education.ohio.gov> and search keyword: *Preparation for Preschool*.
3. Initial on-site visit must be completed before children attend.

Renewing a license

Rule 3301-37-02(K)

Program must be in full compliance or an approved action plan must be on file. 120 days prior to renewal, an e-mail notice is sent to the superintendent or CEO (with a copy to the contact person). If there are no program changes and the site is to remain open, no action is necessary. If the program will no longer be in operation, necessary actions are outlined.

Adding or deleting a classroom at a licensed site (addendum form)

Rules 3301-37-02(E)

Complete addendum plan worksheet and submit to licensing office contact. If adding infant/toddlers, building approval to serve infant/ toddlers must also be submitted. If the program has moved to or will be in a modular building, submit a building approval. Addendum will be verified during routine visit, special visit not required unless adding program for infants/toddlers.

Refer to the Appendix A: Resources

Preparation for site visit;
Addendum Worksheet.

Posters for **Complaint Process**

Available online at: <http://education.ohio.gov> and search keyword: *document resource center*.

3301-37-03: Program

- (A) A written philosophy and goals shall give direction to the program and shall provide a basis for daily operation that shall address the needs, interests and abilities of each child through quiet and active play.
- (B) A written curriculum shall be adopted which describes developmentally appropriate activities, learning environment, and approaches which meet the individual needs of the children and is aligned to the Early Learning Content Standards adopted by the State Board of Education.
- (C) The program's daily schedule for each age group shall include a balance of both quiet and active play, throughout the day which shall meet intellectual, physical, social and emotional needs of each child through indoor and outdoor activities. The written daily schedule shall be reflected in actual observation of the program.
- (D) A full-day program serving preschool children shall have a nap/rest period reflected in the daily written program. Nap/rest periods shall not exceed 1^{1/2} hours in the daily schedule for any child in a full-day program. A quiet space for children who want to rest or nap shall be provided.
- (E) A child who attends the center for five hours or more on a given day shall be provided with a mat or cot to rest. The nap/rest period shall be flexible to meet individual needs, with provisions for early risers and non-nappers.
- (F) Children's developmental progress shall be reviewed and reported to parent(s) at established intervals. All reporting shall be according to established procedures of the program's governing board. A conference involving the teacher and parent shall be held at least twice a year.
- (G) The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies. The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

References:

Ohio **Early Learning Content Standards** for English language arts, mathematics, science and social studies <http://education.ohio.gov>, search keywords: *Early Learning Standards*.

Appendix A: Resources:

Overview of alignment process;
Guidance for Curriculum Selection;
10 Questions to Ask When Choosing a Curriculum;
Curriculum Checklist.

To access guides for educators and families online, see <http://education.ohio.gov> and search keyword search: *Early Learning Standards*.

To order hard copies where available, see <http://education.ohio.gov> and search keyword: *document resource center*.

Alignment tools may be accessed on the ODE webpage for the Early Learning Content Standards Preschool programs funded through the Ohio Department of Education are required to use one of the alignment tools.

The Early Language and Literacy Self-Reflection Tool is designed to help teachers evaluate and improve their literacy environment and classroom practices across the content areas. It also supports the Early Learning Program Guidelines Section 2, Outcome 1, Goals 2 and 3. This tool should be used for self-reflection to:

- ▶ Identify current literacy practices;
- ▶ Examine the language and literacy environment before or after a formal ELLCO observation; and
- ▶ Take a critical look at the classroom environment.

Regardless of the option, the goal should be to identify strengths and weaknesses in the implementation of best practices. The tool also can be used by administrators, in collaboration with teachers, as an aid in determining direct technical assistance needs and through coaching or mentoring to help teachers develop and implement action plans for improving their practices. See <http://education.ohio.gov> and search keywords: *Early Language Tool*.

A Way of Knowing: A Teacher's Guide to Classroom-based Assessment of Young Children provides methods for observing and recording children's behavior, analyzing the data obtained and utilizing the results of these analyses to plan subsequent work with children.

Online Resources for Early Childhood

<http://rec.ohiorc.org>

The Resources for Early Childhood (REC) project is collaboration between the Ohio Resource Center for Mathematics, Science and Reading and the Ohio Department of Education's Office of Early Learning and School Readiness. The REC website seeks to support Ohio's early childhood teachers, parents, teachers of early childhood teachers and children by providing peer-reviewed, Web-based resources to assist with instructional planning, professional learning and the implementation of the Ohio early learning standards for mathematics, science, English language arts and social studies.

National Association for the Education of Young Children (NAEYC)

<http://www.naeyc.org/positionstatements>

- ▶ Developmentally Appropriate Practices;
- ▶ Early Childhood Curriculum, Assessment and Program Evaluation;
- ▶ Early Childhood Mathematics: Promoting Good Beginnings;
- ▶ Early Learning Standards;
- ▶ Learning to Read and Write;
- ▶ Responding to Linguistic and Cultural Diversity;
- ▶ School Readiness; and
- ▶ Technology and Young Children.

The **Early Childhood Outcomes (ECO) Center** provides national leadership in assisting states with the implementation of high-quality outcome systems for early intervention (EI) and early childhood special education (ECSE) programs.

National Association of Early Childhood Specialists in State Departments of Education

<http://www.naecs-sde.org/>

Promoting Positive Outcomes for Children with Disabilities: Recommendations for curriculum, assessment and program evaluation (Division for Early Childhood, Council for Exceptional Children, 2009)

Recognition & Response: Pathways to School Success for Young Children

<http://recognitionandresponse.org/content/view/49/100>

Tiered models organize instructional approaches from least to most intensive to reflect how directive and involved a teacher must be to help children learn. **Response to Intervention (RTI)** is designed to prevent, detect and address children's learning difficulties as early as possible. RTI emerged from a growing movement to shift the focus away from the discrepancy model, where students with learning difficulties are identified by documenting the discrepancy between a child's aptitude and achievement before additional support is offered. As an alternative approach to the discrepancy model, the RTI framework places the focus on intervening early to address learning difficulties as soon as problems appear, rather than waiting for children to experience school failure.

Infant and Toddler Standards of Care and Teaching

Infant and Toddler Standards of Care and Teaching: Shaping Better Futures by Building Better Programs Today. While much attention has been focused on programming for children 3 to 5 years of age, little attention has been paid to infant and toddler programming. The Standards of Care & Teaching for Ohio's Infants & Toddlers follows Ohio's Infant & Toddler Guidelines as the next step in creating safe, healthy, nurturing and learning places for our youngest children when they are cared for outside of their homes.

<http://jfs.ohio.gov/CDC/providers.stm>

Guidance on Special Education

Office for Exception Children (ODE)

<http://education.ohio.gov> and search keywords: *disabilities*

EdResources Ohio

<http://www.edresourcesohio.org/>

Access to Ohio's special education rules, forms, guidance and updates.



3301-37-04: Staff

- (A) The director and staff shall be recruited, employed, assigned, evaluated and provided in-service education in accordance with adopted board policies and without discrimination on the basis of age, color, national origin, race, sex or handicap.
- (B) The preschool staff member assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training and/or experience for the work they are to perform and meet the requirements as prescribed in division (B) of section 3301.54 of the Revised Code.
- (C) Three references for each staff member, including the director, shall be on file.
- (D) Staff members, non-teaching employees and volunteers shall sign a non-guilty/non-conviction statement on a prescribed form annually.
- (E) Each director and preschool staff member shall be examined by a licensed physician not more than 30 days before employment. An employee medical statement shall be on file and be available for review by the Department (ODE). Employee medical statements should be updated on a regular basis according to program policy. The medical statement may be provided by a physician, a physician's assistant, a clinical nurse specialist or a certified nurse.
- (F) Each preschool staff member shall be at least 18 years of age and have a high school diploma or a certification of high school equivalency issued by the State Board of Education or a comparable agency. A staff member may be less than 18 years of age if:
 - (1) The staff member is a graduate of a two-year career-technical center child care training program approved by the State Board of Education.
 - (2) The staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career-technical center's child-care training program teacher/coordinator in the student's high school.
- (G) The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or licensure pursuant to Chapter 3301-24 of the Administrative Code and qualifications, respectively. The director and/or head teacher acting as the director shall be on-site at the preschool program at least half of the program's operating hours.
- (H) The director of each preschool program shall be responsible for the following:
 - (1) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to:
 - (a) Requiring immunizations and compliance with emergency medical authorization requirements under section 3313.712 of the Revised Code;
 - (b) Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills and school safety drills in accordance with section 3737.73 of the Revised Code and keeping records of such drills or dismissals;
 - (c) Posting emergency procedures in preschool rooms and making them available to school personnel, children and parents;
 - (d) Posting emergency numbers by each telephone;
 - (e) Supervising grounds, play areas and other facilities when scheduled for use by children; and
 - (f) Providing first-aid facilities and materials.

- (2) Maintaining cumulative records for each child;
 - (3) Supervising each child's admission, placement and withdrawal according to established procedures;
 - (4) Preparing a roster of children enrolled annually;
 - (5) Ensuring that clerical and custodial services are provided for the program;
 - (6) Supervising the instructional program and daily operation of the program; and
 - (7) Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences and supervising non-teaching employees.
- (I) The director of the preschool program shall meet one of the following:
- (1) A director in a preschool program operated by a public school shall hold either:
 - (a) A valid pre-kindergarten teaching certificate, pre-kindergarten endorsement or pre-kindergarten associate license issued under section 3301.50 of the Revised Code; or
 - (b) A valid educator license (teacher, administrator or pupil services) issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development or early childhood education from an accredited college, university or technical college; or
 - (c) A valid principal license for grades pre-kindergarten through grade 6, pursuant to rule 3301-24-05 of the Administrative Code; or
 - (d) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code; or
 - (e) If employed before July 1, 1988, a valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code.
 - (2) A director of a preschool special education program operated by a public school or a county board of developmental disabilities shall hold one of the following:
 - (a) A valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped;
 - (b) A valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped;
 - (c) A valid early childhood intervention specialist license; or
 - (d) Meet the requirements of paragraph (I)(1)(b) or (I)(1)(c) of this rule.
 - (3) A director employed to direct a program operated by an eligible, nontax-supported, nonpublic school shall be considered to meet the requirements of this rule if he/she holds a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code.
 - (4) A head teacher who meets educator licensure requirements as a director may be designated the director for purposes of this chapter.
- (J) Each class/group in a preschool program shall have assigned a head teacher in accordance with the following:
- (1) Publicly funded programs must meet the staff criteria in section 3301.311 of the Revised Code (see Appendix);
 - (2) Preschool programs operated by public schools shall have a head teacher for each class/group of children enrolled that meets one of the following:
 - (a) Valid pre-kindergarten teaching certificate issued under section 3301.50 of the Revised Code; or
 - (b) Valid pre-kindergarten associate license issued under section 3301.51 of the Revised Code; or

- (c) Valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development in early childhood education from an accredited college, university or technical college; or
 - (d) A bachelor's degree in child development or early childhood education earned from an accredited college or university, with a minimum of 30 quarter or 20 semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children; or
 - (e) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code;
- (3) Preschool special education programs operated by a public school or a county board of mental retardation and developmental disabilities shall have a head teacher that meets one of the following in accordance with rule 3301-24-05 of the Administrative Code:
- (a) A valid intervention specialist license or education of the handicapped certificate, with an endorsement in pre-kindergarten special needs or early education of the handicapped;
 - (b) A valid pre-kindergarten certificate or endorsement or an early childhood license, with an endorsement in pre-kindergarten special needs or early education of the handicapped;
 - (c) A valid early childhood intervention specialist license; or
 - (d) A valid intervention specialist license that is valid for teaching visually or hearing impaired children if the children are visually or hearing impaired.
- (4) A preschool program operated by an eligible nontax-supported, nonpublic school, shall have a head teacher who is at least 18 years of age who has a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency or holds a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code.



- (K) Extended day child care provided to preschool children before or after the preschool program shall have staff members assigned that, at a minimum, are at least 18 years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member also must meet requirements related to a medical examination, in-service and background investigation as cited in the rule. Child care staff/child ratios in accordance with rule 3301-37-04 of the Administrative Code must be maintained at all times.
- (L) Infant and toddler care provided by a public school, chartered nonpublic school, an eligible chartered, nontax-supported school or a county board of mental retardation and developmental disabilities shall have staff members assigned that at a minimum, are at least 18 years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member also must meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child care staff/child ratios in accordance with this rule shall be maintained at all times.
- (M) Substitutes for preschool staff members shall meet the following requirements:
- (1) Substitute teachers shall meet the following minimum requirements for programs operated by entities other than public schools, educational service centers or county DDs:
 - (a) Being at least 18 years of age;
 - (b) Have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency;
 - (c) Meet the requirements related to a medical examination, in-service and criminal background investigation as cited in section 3301.541 of the Revised Code after 15 school days.
 - (2) Substitute teachers shall meet the following minimum requirements for programs operated by public schools, educational service centers or county DDs:
 - (a) Requirements related to a medical examination, in-service and criminal background investigation pursuant to section 3301.541 of the Revised Code after 15 school days; and
 - (b) Minimum requirements for the position for which they are substituting after 60 consecutive school days.
- (N) Unless the preschool staff member or director holds an associate or higher degree in child development or early childhood education from an accredited college, university or technical college, a pre-kindergarten associate certificate or license issued by the State Board of Education or a pre-kindergarten teaching certificate or endorsement, the preschool staff member and director shall annually complete in-service training of 15 hours until a total of 45 hours has been completed. Preschool staff members who have met the 45 hour in-service requirement shall thereafter complete 10 annual clock hours of in-service training.
- (1) In-service training will be in one or more of the following areas:
 - (a) Child development or early childhood education;
 - (b) Child abuse recognition and prevention;
 - (c) First-aid; and/or
 - (d) Prevention, recognition and management of communicable diseases.

- (2) Annual completion refers to the school year, from July 1 to June 30, or every 12 months, from the date of hire for staff employed after the school year begins.
- (O) Preschool staff employed part-time shall complete the in-service requirement based upon the percentage of time or full-time equivalency of their preschool assignment.
- (P) Preschool staff members licensed by the Department shall complete 10 annual clock hours, which may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July 1 to June 30.
- (Q) The training specified in paragraph (N) of this rule shall be provided by an approved trainer who shall have at least two years of experience specific to the subject area and possess one of the following:
- (1) An associate or higher degree in child development or early childhood education, education, home economics, nursing, nutrition, psychology, dental hygiene or social work. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript or other written evidence accepted by the director as evidence of completion of at least 90 quarter credit hours or 60 semester credit hours from an accredited college, university or technical college. The coursework shall include at least 36 quarter credit hours or 24 semester credit hours in courses in any of the subject areas listed in paragraph (K) of this rule; or
 - (2) A pre-kindergarten certificate or endorsement or early childhood license issued by the State Board of Education; or
 - (3) A license as a physician or registered nurse.
- (R) A director and preschool staff members shall provide evidence of a BCII investigation and FBI criminal background check as required by section 3319.391 of the Revised Code. Documentation that reports and five-year updates are sent to the district or the Department's Office of Educator Licensure as required by section 3319.391 of the Revised Code and shall be kept on file.
- (S) Each staff member and volunteer shall complete an annual non-guilty/non-conviction statement.
- (T) The preschool staff member/child ratio must be maintained at all times.
- (1) Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.
 - (2) Each class/group shall have at least one head teacher, as defined in paragraph (J) of this rule.
 - (3) No child shall ever be left alone or unsupervised.
 - (4) In each program, the maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

| Age Group | Staff Member/Child Ratio | Maximum Group Size |
|---|--|--------------------|
| Birth to less than 12 months | 1:5 or 2:12 if two preschool staff members are in the room | 12 |
| 12 months to less than 18 months | 1:6 | 12 |
| 18 months to less than 30 months | 1:7 | 14 |
| 30 months to less than 3 years | 1:8 | 16 |
| 3 years | 1:12 | 24 |
| 4-year-olds and 5-year-olds not in kindergarten or school | 1:14 | 28 |

- (5) Preschool special education programs shall meet the child/staff ratio requirements of one teacher for six children and a second adult when seven or more children are enrolled; maximum group size shall not exceed 16 children. Waivers are required when a group of more than eight preschool children with disabilities are served in accordance with rule 3301-51-11 of the Administrative Code.
- (U) Volunteers may be counted in the staff/child ratio if a BCII investigation is kept on file; however the program shall ensure that such practice does not become routine.
- (V) At least two responsible adults shall be readily available at all times when seven or more children are present in the program. One adult shall be a preschool staff member. The second adult shall:
- (1) Be available within the building used for the preschool program or in an adjacent outdoor area;
 - (2) Be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
 - (3) Be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.
- (W) When age groups are combined for programming purposes the following requirements must be met:
- (1) When age groups are combined, the maximum number of children per preschool staff member shall be determined by the age of the youngest child in the group, except that when no more than one child, 30 months of age or older, receives care in a group in which all the other children are in the next older age group, the maximum number of children per preschool staff member and maximum group size requirements of the older age group established in paragraph (T) of this rule shall apply.
 - (2) Any accredited program that uses the Montessori Method endorsed by the American Montessori Society (www.amshq.org) or the Association Montessori International (www.montessori-ami.org) as its primary method of instruction may combine preschool children of ages 3 to 5 years of age with children enrolled in kindergarten. Notwithstanding anything to the contrary in division (B)(2) of section 3301.56 of the Revised Code, when such age groups are combined, the maximum number of children per preschool staff member shall be 12 and the maximum group size shall be 24 children.

- (X) In a room where children are napping or resting, if all children are at least 18 months of age, the maximum number of children per preschool staff member shall, for a period not to exceed 1^{1/2} hours in any 24-hour day, be twice the maximum number of children per preschool staff member established in paragraph (O) of this rule if all the following criteria are met:
- (1) At least one preschool staff member shall be physically present in the room at all times during nap/rest time;
 - (2) The preschool staff member(s) assigned to a room where children are napping shall be responsible for the care and supervision of the children in the room and shall be able to summon other child-care staff members without leaving the room;
 - (3) There shall be enough preschool staff members readily accessible within the building in which the program is located to ensure that the maximum number of children per preschool staff member as required by paragraph (O) of this rule is met at all times; and
 - (4) Nap/rest-time preparation shall have been completed and all napping children shall be resting or sleeping on cots or mats.
 - (5) Staff are not required to be present in a nap room for the purpose of supervising children if 50 percent of the wall space is open, staff can see all the children at all times and staff are routinely checking children every five minutes.



References:

Appendix B: Sample Forms

Employee Medical Statement
BCII/FBI Evidence
In-service Training
Non-guilty/Non-conviction Statement

National Association for the Education of Young Children (**NAEYC**)

Standards/Accreditation

<http://www.naeyc.org/academy/primary/standardsintro>

Standard 6: Teachers

The focus for this standard is on the qualifications, knowledge and professional commitment of a program's teaching staff.

NAEYC

<http://www.naeyc.org/ecp>

Resources for professional development.

Teacher licensure at ODE

<http://education.ohio.gov>, search keywords: *educator licensure*

Office of Educator Licensure

E-mail: Educator.Licensure@ode.state.oh.us

Telephone: (614) 466-3593 or toll-free, (877) 644-6338

Appendix C: Resources for Professional Development

ODE - Early Learning Professional Development Opportunities

Professional Development Directory

<http://education.ohio.gov>, search keywords: *Early Learning Professional Development*

Early Childhood Quality Network

<http://www.ecqnet.org/>

Current projects operated by ECQ-net in Ohio focus on early literacy, school readiness and emergent content knowledge. Professional development modules, developed with support from the Ohio Department of Education, provide continuing education credits and optional university credits for all early education and childcare staff, teachers and administrators.

Ohio Professional Development Network

<http://www.opdn.org/>

The Ohio Professional Development Network provides a forum for input and involvement of childhood advocacy and professional organizations and their public and private partners to examine childhood professional development initiatives. It is designed to be a system for delivery of quality early childhood services that includes a comprehensive, coordinated, accessible and flexible professional development system. This system is a corollary of ODE's STARS system for professional development.

3301-37-05: Facility

- (A) The program shall be located in a safe and convenient facility and space that accommodates the enrollment, supports child growth and development according to program objectives and meets the requirements of section 3301.55 of the Revised Code. The space shall be for the exclusive use of the children enrolled in the preschool program when that program is in session.
- (B) The program shall provide written documentation of an annual fire inspection and approval of the facility. Annually means within 12 months of the previous fire inspection.
- (C) A phone shall be available while the program is in session.
- (D) The indoor space shall include not less than 35 square feet of usable, wall-to-wall, floor space for each child.
 - (1) Such floor space shall not include hallways, kitchens, storage areas or any other areas not available for the care of children.
 - (2) Bathrooms shall be included only if they are used exclusively by children enrolled in the program when the program is in session.
 - (3) Square footage shall determine the maximum capacity or number of children that may be served in the space. Maximum group size shall not exceed the maximum capacity in any given space, but maximum group size may be less than the capacity, depending on the ages of children served in the space.
 - (4) Spaces meeting the required square footage per child may be defined by barriers to serve more than one class/group of children. Barriers shall be at least 36 inches in height, may be permanent or nonpermanent walls, bookcases, partitions or some similar device used to define the area.
- (E) Safe play space, including both indoor and outdoor play space, totaling not less than 60 square feet for each child using the space at any one time, shall be regularly available and scheduled for use.
 - (1) The surface of the outdoor play space shall be well drained.
 - (2) The play space shall be free of hazards such as, but not limited to, broken glass, potholes, garbage, flammable materials and other debris.
 - (3) The play area shall be well-defined to protect children from traffic, animals or other hazards.
 - (4) Child staff ratios are maintained at all times.
 - (5) Groups of children are supervised during the use of and traveling to and from, the play area.
- (F) Programs serving infants and non-toilet trained children shall provide for designated space apart from sleeping quarters so that each infant is allowed to sit, crawl, toddle or walk and play safely and comfortably according to his/her stage of development.
- (G) Hand-washing facilities that are located elsewhere may be used when the following requirements are met:
 - (1) For the purposes of diaper changing, no more than one child per preschool staff member shall be removed at any time from the space or spaces where the non-toilet-trained children receive care.
 - (2) The staff member/child ratio requirements of paragraph (T) of rule 3301-37-04 of the Administrative Code shall be maintained at all times within the space or spaces where the non-toilet-trained children receive care.

- (H) Infants and non-ambulatory children 18 months of age or older shall receive care in rooms on the first story with grade-level exits to the outside, unless approved by a certified fire safety inspector or state fire marshal. Care on a story other than the first story shall be approved annually by a certified fire safety inspector or state fire marshal. If other than the first story, the annual fire approval form prescribed by the Department shall indicate the story approved for care of infants and non-ambulatory children 18 months of age or older.
- (I) 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 and the pool is not in use.

References:

For building approvals:

Department of Commerce, Division of Industrial Compliance
<http://www.com.ohio.gov/dico/Default.aspx>

Board of Building Standards
<http://www.com.ohio.gov/dico/BBS.aspx>

Division of State Fire Marshal
<http://www.com.ohio.gov/fire/>

Playground information

Ohio Department of Health
 School Environmental Health and Safety Program
 E-mail: BEH@odh.ohio.gov
 Telephone: (614) 466-1390
 Fax: (614) 466-4556
Public Playground Safety Handbook
 U.S. Consumer Product Safety Commission
 4330 Eastwest Highway
 Bethesda, MD 20814
www.cpsc.gov, search: *Public Playground Safety*

3301-37-06: Equipment and Supplies

- (A) Indoor and outdoor play space shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the preschool children enrolled in the program. Materials and equipment shall be:
 - (1) Maintained in a safe and sanitary condition; and
 - (2) Provided in quantities proportionate to the enrollment.
- (B) Furniture, materials and equipment shall meet safety and sanitation guidelines developed by the Department (ODE). The following requirements shall be met:
 - (1) Protective mats shall be placed under climbers;
 - (2) Electrical outlets shall be covered when not in use;
 - (3) Space heaters shall not be used in any preschool program unless approved in writing by the building and/or fire official having jurisdiction in the area; and
 - (4) If electrical fans are used, they shall have protective coverings; shall not be easily tipped over; and shall be placed so that they are not hazardous to children.
 - (5) Cleaning and sanitizing supplies shall be stored out of reach of children.
- (C) Play materials to be used in the program shall be arranged so that children may select, remove and replace play materials with a minimum of assistance.
- (D) Adequate and sufficient first-aid supplies shall be readily available at all times the program is in operation.
- (E) One cot or mat shall be available for each child who remains more than five consecutive hours in the program.
 - (1) Each cot or mat, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures.
 - (2) Cots, mats and individual bedding shall be thoroughly cleaned with an appropriate germicidal detergent and sanitized regularly before assignment for use by another child.
- (F) Cribs shall be provided in accordance with all of the following:
 - (1) Each infant shall be provided with a separate crib.
 - (a) There shall be one crib available which meets the requirements of this rule for each infant.
 - (b) Each crib shall be labeled with each infant's name that is assigned to use the crib and shall be for the exclusive use of said child between sanitation procedures. Cribs shall be cleaned thoroughly with an appropriate germicidal detergent and sanitized regularly before assignment for use by another child.
 - (2) Cribs shall be spaced apart from each other by a minimum of two feet on all sides.
 - (3) The space between the mattress and the side of the crib or the end panels of the crib shall not exceed 1 1/2 inches.
 - (4) Each mattress shall:
 - (a) Be covered securely with a waterproof material which is not dangerous to children.
 - (b) Have a clean bottom crib sheet and top sheet and/or blanket which is changed at least weekly or more often as necessary. The sheets and blankets shall be changed whenever another child uses the crib.

- (G) Potty chairs in the program shall be provided in accordance with all of the following:
- (1) Potty chairs shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting.
 - (2) Potties shall be emptied, cleaned, disinfected and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink.
 - (3) Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle. Reusable cloths shall be stored in an appropriate germicidal solution and held for laundering for no longer than one day.



3301-37-07: Policies and Procedures

- (A) The program shall be guided by written policies of the board which are consistent with applicable statutory requirements contained in the Revised Code and rules adopted by the State Board of Education.
- (B) Policies shall be in accordance with policies and procedures established by the governing body or board of education and approved by said governing body.
- (C) Each school district or eligible nonpublic school that operates a program shall assign responsibilities for implementing policies and procedures.
- (D) Policies shall be appropriate for children enrolled in the program and at a minimum, shall include, but not be limited to, preschool policies described in this rule:
 - (1) Staff which, at a minimum, meets the requirements of rule 3301-37-04 of the Administrative Code; and
 - (a) Address staff awareness of each enrolled child's cumulative and health records required in rule 3301-37-08 of the Administrative Code;
 - (b) Include procedures for checking references of potential employees.
 - (2) Cumulative records which, at a minimum, meet the requirements of rule 3301-37-08 of the Administrative Code;
 - (3) Developmentally appropriate program planning which, at a minimum, meets the requirements of rule 3301-37-03 of the Administrative Code; and
 - (a) Addresses developmentally appropriate materials and equipment;
 - (b) Addresses selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child.
 - (4) Health and safety procedures which, at a minimum, meet the requirements of rules 3301-37-11 and 3301-37-12 of the Administrative Code; and provide for the following:
 - (a) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children as evidenced by, but not limited to:
 - (i) Requiring immunization records and compliance with emergency medical authorization requirements in accordance with rules adopted by the State Board of Education under section 3301.53 of the Revised Code; Programs funded through the Department of Education shall include requirements for health and developmental screening as described in Outcome 1 of the Early Learning Program Guidelines, (<http://education.ohio.gov>).
 - (ii) Providing and posting procedures for emergency situations, including fire drills, rapid dismissals and tornado drills in accordance with section 3737.73 of the Revised Code and keeping records of such drills or dismissals;
 - (iii) Posting medical and dental emergency procedures in each preschool room and by each telephone and making such available to school personnel, children and parents;
 - (iv) Posting emergency numbers by each telephone;
 - (v) Supervising grounds, play areas and other facilities when scheduled for use by children; and
 - (vi) Procedures for providing written notification to parents when a child is injured and maintaining a log of injury reports.

- (b) Providing first-aid facilities and materials.
- (c) When administering a medication, food supplement, modified diet or fluoride supplement, the program shall:
 - (i) Prior to administration:
 - (a) Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet or fluoride supplement; and
 - (ii) Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year.
 - (d) All preschool staff members shall wash their hands with soap and running water after each diaper change or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.
 - (e) Preschool program with swimming and water play activities in bodies of water two or more feet in depth, shall:
 - (i) Have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission shall be signed and dated and shall include the following:
 - (a) The child's name;
 - (b) A statement indicating whether or not the child is a swimmer; and
 - (c) That the parent or guardian grants permission for the child to participate in water activities.
 - (ii) The program shall provide enough preschool staff members to meet the requirements of Rule 3301-37-04 of the Administrative Code at all times during swimming and water play activities.
 - (f) Swimming activities at sites other than the preschool program location:
 - (i) Preschool staff members shall always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools, lakes or rivers.
 - (ii) Swimming sites removed from the program shall be approved and supervised by local authorities.
 - (iii) Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or an equivalent water safety program.
 - (iv) The program shall provide enough preschool staff members to meet the requirements of Rule 3301-37-04 of the administrative code at all times during swimming and water play activities.
- (5) Admission and attendance which, at a minimum, meets the requirements of:
 - (a) Supervising each child's admission, placement and withdrawal according to established procedures.
 - (b) Preparing a roster of the name and telephone number of the child and of the child's parent and, on request, furnishing the roster for each parent. The roster should be prepared at least once annually for each group of children in the program

- (c) Preparing a similar roster of all children in the program and, on request, making it available on request to each parent with a child in the program.
 - (i) Securing from each parent a signed statement indicating whether the individual desires to be included in rosters prepared in accordance with this paragraph.
 - (ii) Ensuring that a roster is not furnished to any person other than a parent.
- (6) Behavior management/discipline which at a minimum meets the requirements of Rule 3301-37-10 of the Administrative Code;
- (7) Management of communicable diseases which, at a minimum, meets the requirements of Rule 3301-37-11 of the Administrative Code; and
 - (a) In each building in which a program is operated, there shall be readily available at all times at least one preschool staff member who has completed a course approved by the State Department of Health (www.odh.ohio.gov) in:
 - (i) First-aid; and
 - (ii) Prevention, recognition and management of communicable diseases.
 - (b) In each building in which a program is operated, there shall be readily available at all times, at least one preschool staff member who has completed a child abuse recognition and prevention course based on an approved curriculum. 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.
- (8) Transportation and field trips.
- (E) Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.
- (F) A preschool program serving a preschool child with a disability in a public school shall do so in accordance with Chapter 3301-51 of the Administrative Code and a preschool program serving a child in an eligible nonpublic school shall do so in accordance with the child's service plan concerning care of children with disabilities or health conditions.

References:

Appendix A: Resources

Medical, Dental and General Emergency Plan
 Fax Request for Communicable Disease Chart
 Guidance on Safety Drills
 Resources for Professional Development

Appendix B: Sample Forms

Child Enrollment
 Field Trip/Swimming
 Incident Report

Ohio Department of Health
<http://www.odh.ohio.gov/>
 Hand-washing training document:
 Emergency Guidelines for Schools

Additional Sample Forms used in programs licensed by the Ohio Department of Job and Family Services http://jfs.ohio.gov/cdc/rules_forms.stm

3301-37-08: Child Information

- (A) The parent shall provide, prior to the date of admission or not later than 30 days after date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:
- (1) For children younger than 3 years old at the time of admission, the examination shall occur within six months prior to the date of admission;
 - (2) For children 3 years old or older at the time of admission, the examination shall occur within 12 months prior to the date of admission.
 - (3) A preschool child with a disability shall not be excluded from the program for lack of a medical statement until the team responsible for the Individualized Education Plan (IEP) under Chapter 3301-51 of the Administrative Code reconvenes; exclusion from the program until the IEP is revised may be a denial of a free, appropriate public education.
 - (4) The medical statement shall be provided by a physician, a physician's assistant, a clinical nurse specialist or a certified nurse.
- (B) The program shall secure and have on file all required information no later than the first day of attendance unless otherwise required.
- (1) The cumulative record of each child shall include, but not be limited to,:
 - (a) Name and date of birth;
 - (b) Name, address (home and/or business) and telephone number of parent(s);
 - (c) Names, addresses and telephone numbers of two persons to contact in an emergency if the parent cannot be located;
 - (d) Name of persons(s) to whom the child can be released; and
 - (e) Parent authorization for transportation related to the program.
 - (2) The health record of each child shall include, but not be limited to,:
 - (a) A statement signed by a licensed physician as required by paragraph (A) of this rule;
 - (b) Physician's and dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program;
 - (c) Immunization record as required by section 3313.67 of the Revised Code, which shall include immunizations required by section 3313.671 of the Revised Code;
 - (d) A list of any allergies and treatment for said allergies;
 - (e) A list of any medications, food supplements, modified diets or fluoride supplements currently being administered to the child;
 - (f) A list of any chronic physical problems and any history of hospitalization;
 - (g) A list of any diseases the child has had;
 - (h) Names, addresses and telephone numbers of physician and dentist to contact in case of emergency;
 - (i) Permission of parent for emergency medical and dental care, as required by section 3313.712 of the Revised Code; and
 - (j) Permission of parent for emergency transportation.
- (C) The program shall maintain daily attendance records, including admission and withdrawal.
- (D) The program shall notify parents when their child is injured and shall maintain a log of injury reports.

References:

Appendix B: Sample Forms

- ▶ Child Medical Statement;
- ▶ Child Medication;
- ▶ Child Enrollment;
- ▶ Field Trip/Swimming;
- ▶ Incident Report.

Additional Sample Forms used in programs licensed by the Ohio Department of Job and Family Services

http://jfs.ohio.gov/cdc/rules_forms.stm.



3301-37-09: School Food Services

- (A) The program shall be in compliance with sections 3313.81 and 3313.813 of the Revised Code.
- (B) The program shall provide meals and snacks in accordance with all of the following:
 - (1) Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. (<http://www.mypyramid.gov/>).
 - (2) A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times per week or with the meal required by this rule.
 - (3) Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.
 - (4) Lunch shall be served to a preschool child who is in attendance entirely through the hours of 11 a.m. and 1:30 p.m., inclusively.
 - (5) The snack shall be served during the longest period between meals for children attending four hours or longer.
 - (6) A choice from two of the groups listed below must be served for snack:
 - (a) Meat/meat-equivalent group;
 - (b) Bread/bread-alternatives group;
 - (c) Milk group; or
 - (d) Fruit/vegetable group.
 - (7) Parents providing snacks shall be given information on nutritious snack choices.
- (C) Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served.
- (D) Programs shall provide food and/or formula for infants in accordance with all of the following:
 - (1) Infant food and/or formula provided by the parent shall be labeled with the child's name, date of preparation and refrigerated immediately, except for unopened, commercially prepared, canned food or formula.
 - (2) Breast milk or formula provided by the parent shall be labeled with the child's name, the date of receipt and refrigerated immediately. Breast milk or formula shall not be stored for more than 24 hours. The unused portion of formula, breast milk or food remaining in the container from which the infant has been fed directly shall not be reheated or served a second time.
 - (3) Infant food and formula shall be prepared, stored and served in a manner appropriate to the equipment use and the needs of each individual child according to his/her stage of development and in conformity with written instruction from the parent or physician in charge of the child.
 - (4) Formula shall not be heated in a microwave oven.
 - (5) Food heated in a microwave oven shall be stirred or shaken during heating to avoid uneven heating.
 - (6) Infants shall be held for all bottle feedings.
 - (7) Programs that care for infants shall provide commercially prepared formula to be used in the event that the parent does not provide a quantity of formula sufficient to meet the infant's daily requirement.

References:

U. S. Department of Agriculture (USDA)

<http://www.usda.gov/wps/portal/usdahome>

Food pyramid

<http://www.mypyramid.gov/>

Dietary Guidelines

High quality easy to follow nutrition education tips

Child Nutrition in ODE

<http://education.ohio.gov/>, search keyword: *nutrition*

Ohio Department of Health

<http://www.odh.ohio.gov/>



3301-37-10: Behavior Management/Discipline

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) 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.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

References:

Early Childhood Mental Health, Social-Emotional Development and Challenging Behaviors

National Early Childhood Technical Assistance Center (NECTAC)

<http://www.nectac.org/topics/menhealth/menhealth.asp>

Center for Evidence-Based Practices: Young Children with Challenging Behavior The Technical Assistance Center on Social Emotional Intervention (**TACSEI**) has the mission of promoting the use of evidence-based practice to meet the needs of young children who have or are at risk for problem behavior. The Center has engaged in a process to identify and describe the current state of knowledge pertaining to evidence-based practices for young children with challenging behavior. Resources on the website include synthesis documents of what is known about effective practices.

<http://www.challengingbehavior.org/>

Center on the Social and Emotional Foundations for Early Learning (CSEFEL) is a national center focused on strengthening the capacity of child care and Head Start programs to improve the social and emotional outcomes of young children. The Center is developing and disseminating evidence-based, user-friendly information to help early childhood educators meet the needs of the growing number of children with challenging behaviors and mental health challenges in childcare settings. These include a series of “What Works” Briefs.

<http://www.vanderbilt.edu/csefel/>

Early Childhood Behavior Project (Positive Approaches to Challenging Behavior at the University of Minnesota), which began as an Office of Special Education Programs (OSEP) - funded project is concerned with positive behavioral supports for young children who engage in challenging behavior. The information on this website includes presentations, strategies and case studies.

<http://slhslinux.cla.umn.edu/home.html>

National Technical Assistance Center on Children’s Mental Health is located at Georgetown University’s Center for Child and Human Development (GUCCHD) in Washington, D.C. Since 1984, the Center has been dedicated to working in partnership with families and other leaders across the country to transform services for children and adolescents who have or are at risk for, mental health problems and their families. The Center works with states, tribes, communities and families and offers a range of training and technical assistance opportunities, [publications](#), informational resources and links to other organizations. The Early Childhood Mental Health policy team is dedicated to helping states and communities develop [systems of care](#) that are built upon family and child-centered practice and policy, cultural and linguistic competence and grounded in developmental knowledge.

<http://gucchd.georgetown.edu/67211.html>

3301-37-11: Management of Communicable Disease

- (A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.
- (B) The following precautions shall be taken for children suspected of having a communicable disease:
- (1) The program shall notify the parent or guardian of the child’s condition immediately when a child has been observed with signs or symptoms of illness.
 - (2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
 - (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or grey or white stool;
 - (i) Stiff neck; or
 - (j) Evidence of lice, scabies or other parasitic infestation.
 - (3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:
 - (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature; or
 - (d) Vomiting.
 - (4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses (see Appendix A).
 - (5) A child isolated due to suspected communicable disease shall be:
 - (a) Cared for in a room or portion of a room not being used in the preschool program;
 - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

- (d) Observed carefully for worsening condition; and
 - (e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
- (C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;
 - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and
 - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

References:

Appendix A: Resources

- ▶ Medical, Dental and General Emergency Plan;
- ▶ Dental First-aid Chart;
- ▶ First-aid Supplies;
- ▶ Fax Request for Communicable Disease Chart.

3301-37-12: Diapering

- (A) The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:
- (1) The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
 - (2) The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand-washing.
 - (3) If an infant's diapers are to be changed in the crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
 - (4) The central diaper changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with manufacturer guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
 - (5) Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
 - (6) For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. The instructions shall include the name of the ointment, cream or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream or lotion may be cancelled at any time by written request of the parent.
- (B) Storing of clean diapers shall be handled in accordance with the following methods:
- (1) A clean supply of diapers stored in a specifically designated area shall be available at all times.
 - (2) Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.
- (C) Storage and laundering of soiled diapers shall be handled in accordance with the following methods:
- (1) Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
 - (2) Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
 - (3) Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven days.
 - (4) Diapers to be laundered at home or by the program shall be held for laundering for no longer than one day.
 - (5) Soiled disposable diapers shall be discarded daily.

Appendix A: Resources for Preschool Programming

Curriculum:

- Early Learning Content Standards: An Overview
- Guidance for Selection of a Comprehensive Early Childhood Curriculum

Health and Safety:

- Medical, Dental and General Emergency Plan
- Dental First-aid
- First-aid Supplies
- Fax Request for Communicable Disease Chart
- Guidance on Safety Drills
- Selected Rules and Laws Associated with Safety Drills

Licensing:

- Preparation for a Preschool Site Visit
- Addendum Plan Worksheet



Early Learning Content Standards: An Overview

What are content standards?

Content standards define the knowledge, concepts and skills that are the foundation for early learning experiences.

What are Ohio's requirements related to Early Learning Content Standards?

- ▶ Amended Substitute House Bill 94 (2001)

The Ohio Department of Education shall develop pre-kindergarten reading and mathematics content standards and model curricula.

▶ **Early Learning Program Guidelines**

Section II: Environments Matter

Outcome 1: The learning environment is organized to support and facilitate young children's thinking abilities, learning processes, social competencies and general well-being.

Goal 2: A comprehensive early childhood curriculum is employed that addresses child development objectives and Ohio's Early Learning Content Standards.

Goal 3; Assessments are used to make, adjust and refine instructional decisions and to evaluate child progress.

Outcome 2: Educators have the knowledge and skills necessary to support children's learning and development.

Goal 1: Early childhood educators demonstrate the competencies necessary to provide high-quality instruction.

Why are the Early Learning Content Standards important?

The Early Learning Content Standards

- ▶ Provide a foundation for curriculum and instructional planning.
- ▶ Provide the "what" to be within every child's early learning experience, regardless of setting.
- ▶ Provide educators with essential information to use for intentionally planning of environments and experiences to support children's active learning that takes place in daily routines, activities and play.

Are the Early Learning Content Standards considered curriculum?

No, the pre-kindergarten indicators are **not** the curriculum. These standards cover only four content areas, which are not an early childhood curriculum. Curriculum for Ohio's preschool children must support development in all domains of learning (cognitive, language, social, emotional, physical) and support learning in the content areas of language and literacy, mathematics, science and social studies.

How are the Early Learning Content Standards to be used by teachers?

The pre-kindergarten indicators are **not** to be taught in isolation or used as a checklist. Educators must use the indicators to design learning experiences. These well-designed experiences can address the multiple standards and indicators at once. This approach integrates learning for children.

Resources (available online at www.education.ohio.gov and searching keywords: **Early Learning Standards**)

- ▶ *Ohio's Early Learning Content Standards;*
- ▶ *Guidance for Early Learning Content Standards Implementation;*
- ▶ *Preparing for Kindergarten Success: A Guide for Families.*

Getting Started:

1. Obtain copies of Ohio's resource materials listed above.
2. Read and become familiar with the standards, benchmarks and pre-kindergarten indicators.
3. Understand the language (concepts and skills), range and scope, and intent of the *Early Learning Content Standards*.
4. Recognize the varying pace and rate of learning and levels of development in your young children; plan accordingly.
5. Begin with what's working. Jot down a favorite or successful activity. Look through the Early Learning Content Standards to identify the indicators that you addressed in your planned activity. (Look across all the standards and content areas.)
6. Design and implement curriculum that is based on how young children learn and develop.
7. Provide meaningful learning experiences related to the Early Learning Content Standards during daily routines, activities and play.

Reference:

Bowman, Barbara. September 2006. *Standards at the heart of educational equity*. Young Children.

Bredenkamp, S. & Copple, C. 1997. *Developmentally appropriate practice in early childhood programs*. Washington, DC: NAEYC.

NAEYC and NAECS/SDE (National Association of Early Childhood Specialists in State Departments of Education). 2003. *Early childhood curriculum, assessment and program evaluation*. Joint Position Statement. Washington, DC: NAEYC.

NAEYC and NAECS/SDE. 2002. *Early learning standards: Creating the conditions for success*. Joint Position Statement. Washington, DC: NAEYC.

Seefeldt, Carol. 2005. *How to work with standards in the early childhood classroom*. New York, NY: Teachers College Press.

Guidance for Selection of A Comprehensive Early Childhood Curriculum

Office of Early Learning and School Readiness

Definition of Curriculum

A curriculum is a written set of materials that provides an integrated framework to guide adults who make decisions about experiences provided for children and includes the following:

- Theoretical, philosophical and/or research basis to guide the approach to nurturing and facilitating children's development;
- Goals and objectives for children's learning and development that the curriculum seeks to foster;
- Experiences that support diverse learners and facilitate each child's progress toward the expressed goals and objectives (including features of the physical environment, scheduling, specific experiences and adult-child interactions);
- A process through which adults plan and implement experiences to facilitate each child's progress toward the goals and objectives, including avenues for collaboration with families and members of the larger community to guide decisions made about children's experiences;
- A means to assure that the environment, activities and interactions children experience are appropriate for individual children by collecting ongoing information that is used to gauge how each child is making progress toward the curriculum's stated goals and objectives for children's development and learning, and to plan experiences that facilitate individual children's growth and development.

CRITERIA FOR CURRICULUM APPROVAL

- 1) **Evidence-based:** The curriculum must articulate a theoretical and/or research base for the approach and clearly demonstrate how the curriculum utilizes the theory and/or research as a basis for making decisions about experiences provided for children. The curriculum also may have empirical evidence regarding the effectiveness of the curriculum collected with sound research methodology.
- 2) **Planning Process:** The curriculum must have a process to guide adults in making decisions about experiences provided for children. The curriculum describes the intent or developmental goals of given experiences and the environment. The curriculum includes an ongoing process for observing and documenting information related to the individual child's level of development, current skills and interests and uses that information to develop plans. Experiences provided for children should be derived from each child's needs, abilities and interests with appropriate teacher/caregiver input and facilitation. The curriculum should include plans for a variety of types of experiences and activities, including large-group, small-group, individual, child-initiated and teacher-initiated activities.
- 3) **Areas of Children's Development and Learning:** The curriculum must include a balance of experiences that address all areas of children's development and learning – physical, social and emotional, designated approaches toward learning, language and communication and cognitive development and general knowledge. Also, it must integrate content areas such as early literacy, mathematics, social studies, science, creative arts and technology as appropriate for the age of children in the group. Preschool curricula must provide opportunities for children to develop the knowledge, behaviors and competencies defined in Ohio's Early Learning Content Standards.

- 4) **Scheduling and Routines:** The curriculum must include a schedule that is age-appropriate, predictable but flexible, and responsive to the needs of individual children. The schedule must include an appropriate balance of teacher/caregiver-initiated and child-initiated experiences and large blocks of time for play and exploration, with appropriate facilitation from the adult. Routines such as feeding and toileting should be age-appropriate and be included as an integral part of children's experiences.
- 5) **Physical Environment:** The curriculum must provide appropriate guidance for teachers and caregivers on the physical environment, including guidance on room/home space arrangement, furnishings, equipment and other aspects of the physical environment that reflects an understanding of child development and supports children's learning and development.
- 6) **Social Environment:** The curriculum must provide appropriate guidance on how teachers/caregivers can facilitate children's social-emotional development, including guidance on adult-child interactions, promoting children's peer relationships and managing children's behavior.
- 7) **Materials and Experiences:** The materials and experiences used in the curriculum must be appropriate for the age and developmental level of targeted children and should include both child-directed and teacher/caregiver-directed activities. They should be engaging for children, play-based and present concepts that are concrete and relevant to children's everyday experiences. The materials and experiences should be flexible enough to promote each child's development and learning in both indoor and outdoor settings. They also should provide a variety of experiences that support children in making choices, exploring and demonstrating independence. Materials and experiences must be free of bias, violence and otherwise unacceptable content.
- 8) **Diversity:** The curriculum should support the development and learning of children from diverse backgrounds and address explicit ways adults can provide experiences that are culturally relevant and sensitive for children and families who reflect a variety of cultures, languages, socio-economic status and structures.
- 9) **Inclusion of Children With Diverse Developmental/Ability Levels:** The curriculum should include provisions for modifications/adaptations, as appropriate, to include children with varying developmental/ability levels, including children with disabilities, children who speak languages other than English, gifted children, etc.
- 10) **Family Involvement:** The curriculum must include a plan for how teachers/caregivers will collaborate with families in a shared decision-making process and promote two-way communication between teachers/caregivers and families. Collaboration with families should be an integral part of the curriculum at the classroom/group-level and families should be included as collaborators in planning individualized experiences for their own children.
- 11) **Implementation Guides:** Curricula must provide adequate and appropriate explanatory materials for adults to support implementation of the curriculum. The materials should include guidance on how to set up the environment, how to plan individualized and group instruction, how to implement activities and how to interact with children. The curriculum may include resources or tools that facilitate the teacher/caregiver's ability to assess the extent to which they are implementing the curriculum as it is designed.

Medical, Dental and General Emergency Plan

Program Name: _____

Address: _____

Phone Number: _____

Location of:

First-aid Kit(s): _____

Fire Extinguishers: _____

Fire Alarm system/Main Panel: _____

Who accesses: _____

Fire Alarm Pull Stations: _____

Electrical Circuit Box: _____

Who accesses: _____

Children's Records/Emergency Contact Information:

Note: Location:

Child Safety Seat(s) (or statement that program will use emergency squad for emergency transportation of children)

Names of Staff Trained in First-aid:

Names of Staff Trained in Recognition and Management of Communicable Disease:

Names of Staff Trained in Child Abuse Recognition and Prevention:

Names of Staff Trained in CPR:

Medical, Dental and General Emergency Plan (page 2)

Dental Emergency: Stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the *Dental First-aid Chart*, which should be posted in each room. Follow instructions indicated, notify parents and complete an incident report.

REMEMBER: If blood is involved, use gloves and follow universal health procedures. Sanitize following standard procedures.

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram to direct the group to the classroom's designated "safe place" which is:

Note location: _____

Fire Drill/Emergency: Take attendance roster, secure the classroom, exit the building with the children to the following designated area:

Note location: _____

Account for all children, notify administrator or staff in charge that all children are accounted for. Return to the classroom when it is determined that the drill is completed and the "all clear" is sounded. In the event of a fire emergency, remain with and calm the children and await instruction from administrator or emergency personnel.

Weather Alert: Take attendance roster, secure the classroom, lead the children to the following designated "safe place"

Note location: _____

Account for all children, direct them to assume the safe position, covering head and neck. If blankets or protective covering is available, cover children. Stay in designated area until "all clear" is sounded.

Emergency Evacuation – Rapid Dismissal: Take attendance roster, first-aid kit and emergency contact information for all children. Exit the building to the designated primary evacuation location which is:

Note location: _____

Account for all children. Follow instructions from emergency personnel whether, to remain in the primary location or proceed to a secondary evacuation location if directed, which is:

Note location: _____

Notify parent as soon as possible with evacuation location and instructions where they may pick up their child(ren).

Threat of Violence: Take attendance roster. Secure children in the safest location possible within the building or outside. Account for all children. Contact emergency services (911/Police Phone _____) Follow instructions issued by authorities. Notify parents as soon as possible.

Loss of Power, Water, Heat: Contact appropriate utility company to report outage and ascertain estimated time for repair/restoration of service. Evaluate factors: safety, temperature, daylight, refrigeration requirements, sanitation/hygiene requirements and practices, etc. Administration will determine closure requirements. Refer questions to local health authorities. Reassure children. Notify parents as soon as practical.

Medical Emergency—Serious Injury or Illness. Stay with the ill or injured child at all times. Summon additional help to supervise the rest of the children. Complete ABC assessment: **A**ppearance, **B**reathing, **C**irculation. If you are not trained in First-aid/Communicable Disease, summon a staff member who is and determine whether EMS needs to be contacted. Check child's health information to determine status and have available for EMS personnel. **Contact Parents.** Provide basic first-aid until EMS or parent arrives. Complete Incident Report.

If child is exhibiting symptoms of a contagious disease, follow isolation procedure away from other children. Reference the ODH Communicable Disease Chart (and Emergency Guidelines) and follow recommendations. At no time should the child be left unattended. **Contact Parents.** Complete Incident Report.

REMEMBER: If blood is involved, use gloves and follow universal health procedures. Sanitize following standard procedures.

Note: Be sure this aligns with the school/district policy.

DENTAL FIRST-AID

Following a Head or Mouth Injury:

Calm the injured person

Check to determine the type of injury and refer to the Action Plan.

If minor bleeding:

- ▶ Apply direct pressure with sterile gauze or clean cloth. If bleeding doesn't stop within 10 minutes, contact parent and arrange to take child to the emergency room.
- ▶ If bleeding profusely, contact parent and arrange for emergency services by an emergency squad or emergency room.

ACTION PLAN

1. Knocked Out Permanent (ADULT) Tooth (*avulsed tooth*)

- ▶ Find tooth, but do NOT handle it by the root (hold the tooth by the crown).
- ▶ If tooth is dirty, rinse gently with tap water; don't scrub or use antiseptic.
- ▶ Attempt to gently replant tooth into the socket. Have the child hold in place with a tissue or gauze. If not possible to replant tooth, place tooth in Hank's Balanced Salt Solution (HBSS) or, if unavailable, a glass of cool skim or low-fat milk. If skim or low-fat is not available, use 2 percent or whole milk.
- ▶ If milk is unavailable, place tooth in physiologic saline solution. If saline is unavailable, place tooth in saliva by spitting into a cup.
- ▶ Place tooth in water only as a last resort. **Tooth must not dry out!!**
- ▶ Contact parent and arrange to TAKE CHILD AND TOOTH TO DENTIST IMMEDIATELY. Replantation within 15 minutes is best.

2. Knocked Out Primary (Baby) Tooth

- ▶ Primary (baby) tooth should not be replanted. Contact parent and arrange to take child to dentist as soon as possible.

3. Loosened/Chipped Tooth/Tooth Pushed Into Gums

- ▶ Gently clean the area with warm water.
- ▶ Do not attempt to move tooth into correct position.
- ▶ Contact parent and arrange to take child to dentist immediately.

4. Toothache

- ▶ Do not place aspirin on gums of aching tooth (aspirin will burn gum tissue).
- ▶ Contact parent and arrange to take child to dentist as soon as possible .

5. Injury to Lips, Tongue or Cheek

- ▶ Rinse affected area with warm water.
- ▶ Place cold compress over area to minimize swelling.
- ▶ If injury is due to a fall or if tooth is chipped, contact parent and arrange to take child to dentist immediately. (Foreign matter lodged in lip may cause infection). See #3 above.

6. Broken or Dislocated Jaw

- ▶ Immobilize jaw by placing a scarf, towel or other tie under the chin, tying the ends on top of the head.
- ▶ Contact parent and arrange to take child to emergency room immediately.

EMERGENCY TELEPHONE NUMBERS

Arrange to have a dentist 'on call' for emergencies.

Dentist: _____ Emergency Squad: _____

Doctor: _____ Other: _____

Recommended First-Aid Supply List

(one per classroom or clear note to location)

- Rounded-end scissors
- Tweezers
- Thermometer
- Assorted sterile adhesive bandages
- Assorted sterile gauze squares
- Hypoallergenic first-aid tape
- Gauze roller bandage
- Cold pack (or ice)
- Disposable vinyl gloves
- Pocket mask or face shield for CPR administration (appropriate for all ages served in the program)
- Working flashlight
- Sealable plastic bags (assorted sizes) for soiled materials
- Triangular bandage
- Tooth preservation system approved by the American Academy of Pediatric Dentistry or fresh chilled milk in which to transport a lost tooth
- Local Poison Control phone number

On field trips:

- Soap (or waterless sanitizer)
- Bottled water

FAX Request for Communicable Disease Chart

Fax # 614-728-7724

From: _____

Request for : _____

Form # JFS 08087

OHIO DEPARTMENT OF HEALTH
COMMUNICABLE DISEASE CHART

Please send _____ copies of the communicable disease chart

TO:

Name _____

Street Address:

City: _____ State: Ohio Zip code: _____

Guidance for School Safety Drills:

- ▶ District Guidelines for Crisis Planning available at <http://education.ohio.gov>, search keywords *Crisis Planning*.
- ▶ Preschool director must contact the building principal for procedures for emergency situations.
- ▶ Procedures should be posted in preschool rooms and made available to school personnel, children and parents.
- ▶ Preschool children must practice the drills.
- ▶ Records must be kept of the drills.

SECURITY GUIDELINES FOR NATIONAL OR STATE EMERGENCIES

The Ohio Department of Education offers school districts the following suggestions for preparing for potential Red-alert situations, based on the color-coded system by the U.S. Department of Homeland Security.

- ▶ Review and update district and building emergency plans.
- ▶ Communicate those plans with staff and parents.
- ▶ For help with the planning or the deployment of emergency plans, contact the county emergency management agency.
- ▶ Practice the school's emergency procedures with students and staff.
- ▶ Contact the local emergency response team and confirm the phone numbers of people to contact in an emergency.
- ▶ Make sure all visitors register with the office and provide the purpose of the visit and destination, if other than the office. The Red Cross suggests that driver's licenses or other identification be requested and kept in the office until visitors sign out.
- ▶ Request that the district superintendent is added to the county emergency terrorism task force.
- ▶ If the level of homeland security is raised to Red (severe), assess the safety of students and staff, taking direction from the local emergency terrorism task force about dismissing school. The nature of the emergency will drive this decision. If it is in the best interest of staff and students to be sent home, the Ohio Department of Education will work with affected school districts to access every avenue of emergency funds available to reimburse costs associated with the disaster.

The following is advice for adults working with students during a crisis or emergency:

- ▶ Model calm and control. Children take their emotional cues from the significant adults in their lives. Avoid appearing anxious or frightened.
- ▶ Reassure children that they are safe and (if true) so are the other important adults in their lives. Depending on the situation, point out factors that help ensure their immediate safety and that of their community.
- ▶ Remind them that trustworthy people are in charge. Explain that the government emergency workers, police, firefighters, doctors and the military are helping people who are hurt and are working to ensure that no further tragedies occur.
- ▶ Let children know that it is okay to feel upset. Explain that all feelings are okay when a tragedy like this occurs. Let children talk about their feelings and help put them into perspective. Even anger is okay, but children may need help and patience from adults to assist them in expressing these feelings appropriately.

Guidance for School Safety Drills (page 2)

- ▶ Tell children the truth. Don't try to pretend the event has not occurred or that it is not serious. Children are smart. They will be more worried if they think you are too afraid to tell them what is happening.
- ▶ Stick to the facts. Don't embellish or speculate about what has happened and what might happen. Don't dwell on the scale or scope of the tragedy, particularly with young children.

What schools can do:

- ▶ Assure children that they are safe and that schools are well-prepared to take care of all children at all times.
- ▶ Maintain structure and stability within the schools. It would be best, however, not to have tests or major projects within the next few days.
- ▶ Provide teachers and parents with information about what to say and do for children in school and at home.
- ▶ Have teachers provide information directly to their students, not during the public address announcements.
- ▶ Allow time for age-appropriate classroom discussion and activities. Do not expect teachers to provide all of the answers. They should ask questions and guide the discussion, but not dominate it. Other activities can include art and writing projects, play-acting and physical games.
- ▶ Be careful not to stereotype people or countries that might be associated with the tragedy. Children can easily generalize negative statements and develop prejudice. Talk about tolerance and justice versus vengeance. Stop any bullying or teasing of students immediately.
- ▶ Refer children who exhibit extreme anxiety, fear or anger to mental health counselors in the school. Inform their parents.
- ▶ Provide an outlet for students' desire to help. Consider making get well cards ; sending letters to the families and survivors of the tragedy; or writing thank you letters to doctors, nurses, other health care professionals, emergency rescue workers, firefighters and police.
- ▶ Review tips from the National Association of School Psychologists.
- ▶ Finally, if military personnel are being called up quickly, it may impact the care of your students. Some students may need to relocate temporarily to another school district to live with family or friends of the family. Under Ohio Revised Code 3313.64 – Free Schooling for residents, section (F) (4) – Any child residing with a person other than the child's parent is entitled, for a period not to exceed 12 months, to attend school in the district in which that person resides if the child's parent files an affidavit with the superintendent of the district in which the person with whom the child is living resides stating all of the following:
 - ▷ That the parent is serving outside of the state in the armed forces of the United States;
 - ▷ That the parent intends to reside in the district upon returning to this state; and
 - ▷ The name and address of the person with whom the child is living while the parent is outside the state.

Selected Rules and Laws Associated With Safety Drills

Facility

Rule 3301-37-05

(A) The program shall be located in a safe and convenient facility and space that accommodates the enrollment, supports child growth and development according to program objectives and meets the requirements of section 3301.55 of the Revised Code. The space shall be for the exclusive use of the children enrolled in the preschool program when that program is in session.

(B) The program shall provide written documentation of an annual fire inspection and approval of the facility, annually means within 12 months of the previous fire inspection.

Section 3301.55 of the Revised Code

(A)(2) The building is in compliance with fire and safety laws and regulations, as evidenced by reports of annual school fire and safety inspections as conducted by appropriate local authorities.

Drills

Preschool programs are required to conduct fire drills and rapid dismissals as required in Section 3301.56 of the Ohio Revised Code. (HB 422).

Section 3301.56 of the Revised Code

Duties of director of program – staff requirements and maximum group size – right of access.

(A)(1)(b) Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills and school safety drills in accordance with section 3737.73 of the Revised Code and keeping records of such drills or dismissals;

(A)(1)(c) Posting emergency procedures in preschool rooms and making them available to school personnel, children and parents;

Section 3737.73 of the Revised Code Effective Date 7/1/79; 9/28/2006

Prohibition against failure to instruct pupils in fire drills and tornado safety precautions.

(A) No principal or person in charge of a public or private school or educational institution having an average daily attendance of 20 or more pupils and no person in charge of any children's home or orphanage housing 20 or more minor persons, shall willfully neglect to instruct and train such children by means of drills or rapid dismissals, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. The principal or person in charge of a school or educational institution shall conduct drills or rapid dismissals at least nine times during the school year, which shall be at the times and frequency prescribed in rules adopted by the fire marshal. However, no drill or rapid dismissal under this division need be conducted in any month that a school safety drill required under division (D) of this section is conducted as long as a total of nine drills or rapid dismissals under this division are conducted in the school year. The principal or person in charge of a children's home or orphanage shall conduct drills or rapid dismissals at least once each month while the home is in operation. In the case of schools, no principal or person in charge of a school shall willfully neglect to keep the doors and exits of such building unlocked during school hours. The fire marshal may order the immediate installation of necessary fire gongs or signals in such schools, institutions or children's homes and enforce this division and divisions (B) and (C)(3) of this section.

(B) In conjunction with the drills or rapid dismissals required by division (A) of this section, principals or persons in charge of public or private primary and secondary schools or educational institutions, shall instruct pupils in safety precautions to be taken in case of a tornado alert or warning. Such principals or persons in charge of such schools or institutions shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert or warning.

Selected Rules and Laws Associated With Safety Drills (page 2)

(C)(1) The fire marshal or the fire marshal's designee shall inspect each school, institution, home or orphanage annually, subject to division (A) of this section to determine compliance with that division and each school or institution subject to division (B) of this section to ascertain whether the locations comply with the standards prescribed under that division. Nothing in this section shall require a school or institution to construct or improve a facility or location for use as a shelter area.

(2) The fire marshal or the fire marshal's designee shall issue a warning to any person found in violation of division (A) or (B) of this section. The warning shall indicate the specific violation and a date by which such violation shall be corrected.

(3) No person shall fail to correct violations by the date indicated on a warning issued under division (C)(2) of this section.

(D)(1) On or before April 1, 2007 and on or before each first day of December thereafter, the principal or person in charge of each public or private school or educational institution shall conduct a school safety drill to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building, such as a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance, as defined in section 2923.11 of the Revised Code, on school property; or other act of violence.

(2)(a) The principal or person in charge of each public or private school or educational institution shall provide to the police chief or other similar chief law enforcement officer of the municipal corporation, township or township police district in which the school or institution is located or, in absence of any such person, the county sheriff of the county in which the school or institution is located advance written notice of each school safety drill required under division (D)(1) of this section and shall keep a written record of the date and time of each drill conducted. The advance notice shall be provided not later than 72 hours before the date the drill will be conducted. It also *shall include the date and time the drill will be conducted and the address of the school or educational institution. The notice shall be provided by mail, facsimile or electronic submission.*

(b) Not later than April 5, 2007, and not later than the fifth day of December each year thereafter, the principal or person in charge of each public or private school or educational institution shall provide written certification by mail of the date and time each school safety drill required under division (D)(1) of this section was conducted to the police chief or other similar chief law enforcement officer of the municipal corporation, township or township police district in which the school or institution is located or, in the absence of any such person, the county sheriff of the county in which the school or institution is located. If such certification is not provided, the principal or person in charge of the school or institution shall be considered to have failed to conduct the drill and shall be subject to division (D)(4) of this section.

(3) *The principal or person in charge of each public or private school or educational institution shall hold annual training sessions for employees of the school or institution regarding the conduct of school safety drills.*

(4) The police chief or other similar chief law enforcement officer of a municipal corporation, township or township police district or, in the absence of any such person, the county sheriff shall issue a warning to any person found in violation of division (D)(1) of this section. Each warning issued for a violation of division (D)(1) of this section shall require the principal or person in charge of the school or institution to correct the violation by conducting the school safety drill not later than the 30th day after the date the warning is issued. The violation shall not be considered corrected unless, not later than 40 days after the date the warning is issued, the principal or person in charge of the school or institution provides written certification of the date and time the drill was conducted to the police chief or other similar chief law enforcement officer or county sheriff who issued the warning.

(5) No person shall fail to correct violations by the date indicated on a warning issued under division (D)(4) of this section.

Preparation for Preschool Site Visit

This document is an abbreviated summary of the preschool rules revised and effective July 1, 2009. Its purpose is to assist in the organization of a successful preschool site inspection and is to be used in conjunction with the preschool rules.

Serious risk rules are highlighted in chapter 3301-37-02 of the revised rules.

Sample forms that can be used to meet some of the revised rule requirements are available at <http://education.ohio.gov> and searching keywords *Licensing forms*; once the page is open, scroll down to "Help documents."

Written Documentation

It may be helpful to **prepare a binder or folders** containing required written documentation. The organization and location of materials will help expedite visits.

For the Program:

- ▶ Procedure for notifying parents if a child is injured and maintaining a log of injury reports.
- ▶ Philosophy which reflects developmentally appropriate practice.
- ▶ Curriculum (see "Overview papers") on the Web page noted above.
- ▶ Alignment tool 3301-37-03(B).
- ▶ Goals that reflect adequate activities, equipment and materials that are developmentally age appropriate.
- ▶ Daily plans describing activities/learning environment.
- ▶ Parent Handbook, as required in section 3301-37-03(G).
- ▶ Nutritious snack choice information for parents.
- ▶ Two parent conferences held each year.
- ▶ Naptime procedures.
- ▶ Child progress reports available to parents.
- ▶ Procedure for emergency situations.
- ▶ Records of emergency drills (including fire and tornado).
- ▶ Admission, placement and withdrawal procedures.
- ▶ Written instructions for administration of medication, food supplement, modified diet or fluoride supplement.
- ▶ Parents have unlimited access.
- ▶ Water play or swimming procedures.
- ▶ Annual fire inspection report.
- ▶ Instructions regarding formula and diapering ointments.
- ▶ Potty-chair procedures.

For Each Session:

- ▶ Program schedule for each age group/session including:
 - ▷ Small group and/or individual free choice;
 - ▷ Indoor/outdoor play time;
 - ▷ Balance of quiet/active play;

- ▷ Lunch, if applicable;
- ▷ Naptime, if applicable.
- ▶ Roster for each session.
- ▶ Attendance records (including admission and withdrawal).

The Following Policies Need to Be Board-Adopted

- ▶ Staff policies.
- ▶ Cumulative records.
- ▶ Developmentally appropriate program, materials and equipment.
- ▶ Selection and use of equipment.
- ▶ Health/safety.
- ▶ Admission procedures.
- ▶ Attendance
- ▶ Discipline/behavior management (see chapter 3301-37-10).
- ▶ Transportation/field trips.
- ▶ Management of communicable disease (see chapter 3301-37-11).

Staff Records

(Please have on-site)

- ▶ Three references on file (for new hires).
- ▶ A signed non-guilty non-conviction statement for all staff and volunteers (sample form available).
- ▶ Evidence of BCII and FBI checks (sample form available).
- ▶ Staff recruited, employed, assigned evaluated without discrimination.
- ▶ Staff employed are of good character, physical and emotional health and have the required education/experience.
- ▶ Documentation of at least one staff member trained in first-aid, recognition of communicable disease and child abuse available at all times.
- ▶ Written job descriptions that are consistent with duties of each staff member.
- ▶ Assigned hours of each staff member.
- ▶ Medical statement.
- ▶ Verification of education/certification.
- ▶ Documentation of 10 hours in-service training including :
 - ▷ Length and date of training;
 - ▷ Trainer qualifications;
 - ▷ Topic and description of training.
- ▶ Designated director who meets qualifications and is on-site at least 50 percent of the time program is in operation.

Children's Records (to be on file by first day of attendance unless otherwise noted)

- ▶ Parent permission to be included on class roster.
- ▶ Medical within 30 days of admission and every 13 months, thereafter.
- ▶ Date of birth.
- ▶ Name, address and phone numbers of each parent.
- ▶ Name, address and phone of two persons to contact in an emergency if parents cannot be located.
- ▶ Name of persons to whom child may be released.
- ▶ Parent authorization for emergency transportation.
- ▶ List of allergies/treatments.
- ▶ Immunization records.
- ▶ Physician/dentist written instruction and authorization to administer medication.
- ▶ List of any medications, food supplements, modified diets, fluoride supplements being administered.
- ▶ Medication instructions and log, if applicable
- ▶ List of any chronic physical problems and complete medical history.
- ▶ Physician/dentist name, address and phone.
- ▶ Parent permission for emergency medical/dental care and emergency treatment.
- ▶ Parent permission for swimming, including statement whether child is a swimmer.

Posted

- ▶ ODE license posted in a conspicuous place.
- ▶ Most recent compliance report (and corrective action plan, if applicable) posted next to license.
- ▶ Procedures for fire drills, tornado and emergency evacuation.
- ▶ Medical and dental emergency procedures posted in classrooms and by telephones.
- ▶ Emergency phone numbers posted by telephones.
- ▶ Menu for lunch and snacks.

Observed

- ▶ Child Day Care Communicable Disease Chart (Ohio Department of Health).
- ▶ Food Service license or exemption (Ohio Department of Health).
- ▶ First story for infants/non-ambulatory children.
- ▶ Availability of paper towels/air dryer and soap.
- ▶ Swimming area (if applicable).
- ▶ Staff/child ratio and maximum group size maintained at all times.
- ▶ Safe, sanitary, well-maintained facility indoor and outdoor.
- ▶ Exclusive use of space when preschool in session.
- ▶ Classroom space will be compared to the site plan to verify 35 square feet indoor and 60 square feet play space per child.
- ▶ Furniture, materials and equipment maintained in safe and sanitary condition.
- ▶ Protective mats or covering under climbers indoors and out.
- ▶ Covers on electrical outlets when not in use.
- ▶ Safety of fans and space heaters.
- ▶ A cot or mat for each child that attends five or more hours a day (labeled and cleaned regularly).
- ▶ Lunch and snacks meet RDA requirements.

- ▶ Toileting and hand-washing facilities.
- ▶ Change of clothing.
- ▶ Space for isolation of ill child.
- ▶ First-aid supplies are available.
- ▶ A working phone.
- ▶ Adequate manipulative/materials/supplies.
- ▶ Developmentally appropriate program indicators:
 - ▷ Free choice activities and time allotted;
 - ▷ Children participate in art, music, print, construction;
 - ▷ Age appropriate materials arranged for child access;
 - ▷ Variety of staff interactions – non-directive, directive and supportive;
 - ▷ Learning areas set up for exploration;
 - ▷ Staff use positive guidance techniques;
 - ▷ Staff individualize instruction to meet each child’s capabilities.

The following are additional rules for infants and toddlers

- ▶ Separate play space from cribs.
- ▶ Safety of cribs.
- ▶ Diaper-changing area – disinfected, separation material, separation of products
- ▶ Formula/refrigeration/storage/preparation/serving procedures
- ▶ Storage/disposal/laundrying of diapers procedures.
- ▶ Instructions for diapering ointments.

Program Licensing Addendum Plan Worksheet

(For classroom changes at a site that has a current license)

| | | |
|--|---|---|
| Today's Date _____ | Date this change is effective _____ | Date Received by ODE _____ |
| School District _____ | IRN _____ | County _____ |
| Building Name _____ | IRN _____ | |
| Building Address _____ | City _____ | ZIP Code _____ |
| Program Contact Name _____ | Contact Address _____ | Contact City/ZIP _____ |
| Contact e-mail _____ | Contact Phone _____ | Contact Fax _____ |
| This addendum is for which program (complete one sheet for preschool and another for School-Age Child Care (SACC)) | | <input type="checkbox"/> Preschool <input type="checkbox"/> SACC |
| Days Preschool in Session/Classroom in Use <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F | Hours Preschool in Session/Classroom in Use _____ | |

Classroom space shall be for the exclusive use of the program. Indoor space that is used for a short period of time should **not** be included in the space labeled *Classroom Space*.

| | |
|---|--|
| Days SACC in Session/Classroom in Use <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F | Hours SACC in Session/Classroom in Use _____ |
|---|--|

Using the charts below, total number of classrooms being used for preschool sum of all classroom square footage (LxW) divided by 35 = _____ Total License Capacity – Note that capacity may exceed the maximum group size and enrollment.

| Information for Classroom Space Changes: | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | | | | | | |
| Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | | | | | | |
| Width(W) _____ Ft _____ In | Width(W) _____ Ft _____ In | Width(W) _____ Ft _____ In | | | | | | |
| Length (L) _____ Ft _____ In | Length (L) _____ Ft _____ In | Length (L) _____ Ft _____ In | | | | | | |
| L x W = | L x W = | L x W = | | | | | | |

Do any rooms serve children birth through age 2? Yes No
 Provide the room numbers: Room _____ Room _____ Room _____

| Information for Classroom Remaining the Same: | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | Check One: Room <input type="checkbox"/> Add <input type="checkbox"/> Delete | | | | | | |
| Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | Location <input type="checkbox"/> Add <input type="checkbox"/> Delete | | | | | | |
| Width(W) _____ Ft _____ In | Width(W) _____ Ft _____ In | Width(W) _____ Ft _____ In | | | | | | |
| Length (L) _____ Ft _____ In | Length (L) _____ Ft _____ In | Length (L) _____ Ft _____ In | | | | | | |
| L x W = | L x W = | L x W = | | | | | | |

APPENDIX B: Sample Forms

- ▶ **BCII and FBI evidence**
- ▶ **Child Medical Statement**
- ▶ **Child Enrollment**
- ▶ **Child Medication**
- ▶ **Employee Medical Statement**
- ▶ **Field Trip/Swimming**
- ▶ **Incident Report**
- ▶ **In-Service/Professional Development Form**
- ▶ **Non-Guilty/Non-Conviction Statement**

ODE forms can be accessed at <http://education.ohio.gov> by searching keywords: *preschool licensing forms*.

Additional Sample Forms used in programs licensed by the Ohio Department of Job and Family Services are available on the website, but some may need to be modified for district use http://jfs.ohio.gov/cdc/rules_forms.stm.

BCII and FBI Evidence

Purpose: Evidence that a staff member has processed his/her BCII & FBI checks accordingly.

House Bill 190 required all licensed educators, certificate holders and all non-licensed school employees to undergo a BCII and FBI check by Sept. 5, 2008. It also mandated that background checks must be updated every 5 years.

I _____ (print name)
have completed a BCII and FBII check and have requested that the results be sent to:

Check which applies:

- Non-licensed school employees** provides proof to the employing school district.
- Licensed/ Certified Preschool Staff Member** provides proof to the Ohio Department of Education, Office of Educator Licensure

Educator.Licensure@ode.state.oh.us
(614) 466-3593
1(877) 644-6338 (toll-free)

For Permit/Licensed/Certified Staff Only:

I will request my BCII and FBI checks be sent to the ODE's Office of Teacher Licensure and Certification when I renew my certificate/license on the following date: _____

Staff member signature _____ Date _____

Child Medical Statement

Childs' Name _____ Date of Birth _____

Height _____ Weight _____

Limitations or health condition (including allergies, medications, dietary restrictions)

Immunizations: Please check one

Complete for age Yes No
 In Process Yes No

Exempt from Immunizations: Please check one

Religious conviction Yes No
 Health concern Yes No

Other: _____

This child has been examined and is in suitable condition to participate in group care

Signature of examining (check one)

Physician, Physician's Assistant or Advanced Practice Nurse

Address : _____

Phone: _____ Date of exam _____

| Required for children enrolled in an Early Childhood Education Grant Program or Preschool Special Education Program | | | Reason not completed (Check which applies) | |
|---|--|----------------|---|------------------------------|
| Assessments/ Screenings | Completed Please check one | Date Completed | Examples: religious conviction, insurance coverage, other | Health professional decision |
| Vision | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Hearing | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Dental | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Lead | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Hemoglobin | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Child Enrollment Information

| | |
|-------------------------------|-------------------------|
| _____ Today's Date | |
| _____ Child's Name | _____ Date of Birth: |
| _____ Address: | _____ Home Phone: |
| _____ Parent/Guardian Name | _____ Cell Phone |
| _____ Home Address | _____ Home Phone |
| _____ Employer | _____ Work Phone |
| _____ Employer Address | _____ Employer City |

Please check which phone number should be used first, second or third to reach you while your child is in the program.

Cell 1 2 3

Home 1 2 3

Work 1 2 3

Please list two people to be contacted in the event of an emergency **if the parent cannot be contacted:**

| |
|--------------------------------|
| _____ Name |
| _____ Street Address |
| _____ City, State, ZIP |
| _____ Relationship To Child |
| _____ Phone Numbers: |

| |
|--------------------------------|
| _____ Name |
| _____ Street Address |
| _____ City, State, ZIP |
| _____ Relationship To Child |
| _____ Phone Numbers: |

| |
|---------------------------|
| Physician: |
| _____ Name |
| _____ Street Address |
| _____ City, State, ZIP |
| _____ Phone Number: |

| |
|---------------------------|
| Dentist: |
| _____ Name |
| _____ Street Address |
| _____ City, State, ZIP |
| _____ Phone Number: |

Child Enrollment Information (page 2)

Chronic Physical problem (s): _____

History of Hospitalization: _____

Diseases this child has had: _____

Allergies and treatment: _____

Medications, food supplements, modified diet or fluoride supplements: _____

List of Person(s) to whom this child can be released: (Please print)

List of Person(s) **not permitted** to pick up this child (Please print)

Restraint or Divorce decree attached Yes No

Important: Please attach a copy of your child's immunization records

Permission for Annual Class Roster

Each year we prepare a roster for each group of children in our program.

This roster will not be furnished to any persons other than parents of children enrolled in our program.

I authorize the following to be listed on the parent roster: Please check "Yes" or "No" in each row

My child's name Yes No

Parent/Guardian names Yes No

Phone number

Work Yes No

Mobile Yes No

Home Yes No

Date: _____

Signature of parent or guardian. _____

Request for Administration of Prescription and Non-Prescription Medication, Food Supplement, Fluoride Supplement or Modified Diet

Note: Please complete a separate form for each medication.

Section I: Parent Request for Administration of Medication or Supplement

I hereby request and give permission to the authorized staff member to administer the following medication to my child:

Name of Child _____ Age of Child _____

Name of Medication or Supplement to be administered _____

Dosage _____ Time(s) of Dosage _____

Signature of Parent/Guardian

Date

Section II: Physician's or Dentist's Instructions:

Name of Child: _____

is under my care and should receive (Name of medication or supplement)

_____ Dosage: _____

Specific instructions for administration: _____

Possible side effects: _____

Signature of Physician/Physician Assistant/Clinical Nurse Specialist/Certified Nurse or Dentist

Date _____ Phone _____

Please Print Physician's/Dentist's Name _____

Section III:

Medication or Supplement Log for (name of child)

| Date and Time of Dosage | Amount of Dosage | Signature of Authorized Staff Member |
|-------------------------|------------------|--------------------------------------|
| | | |
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Employee Medical Statement

Date _____

Name of Employee (print name) _____ is

- ▶ Free of communicable diseases; and
- ▶ Physically fit to work with children age birth – age 15.

Limitations: _____

Signature of examining (check which applies)

Physician Physician's Assistant or Advanced Practice Nurse

Date of exam

Name of Physician/Clinic/Hospital (please print) _____

Street address _____

City _____ State _____ ZIP Code _____

Phone () _____

Effective July 1, 2009, staff medical statements must be on file and updated on a regular basis according to program policy. The medical statement can be completed by a physician, a physician's assistant, a clinical nurse specialist or a certified nurse (Rule 3301-37-04(E)).

Itinerant teachers and related service personnel providing services in a community program licensed by the Ohio Department of Job and Family Services are required to show documentation of a medical statement every three years. Districts provide a form called *Background, Reference and Medical Check* to document the medical statement on file in the district; the form is available at www.education.ohio.gov, keyword search: *background checks*.

Field Trip/Swimming Permission Form

Destination _____

Date of Field Trip _____

Departure time _____ Return time _____

Mode of Transportation

- Walking
- School bus
- Public transportation
- Parent Drivers

I give permission for _____ (child's name)
to attend the above field trip/swimming/water activity.

Parent/Guardian Signature

Date

If participating in or near water two feet or more in depth, please complete:

My Child is:

- a swimmer
- a non-swimmer

INCIDENT/INJURY REPORT

Date _____

1. Name of Program _____ 2. License Number _____
3. Street Address _____
4. City _____ 5. ZIP Code _____ 6. County _____
7. Is this a child who has a written medical/physical care plan on file? Yes No (if yes, explain in summary section)
8. Full name of child (first name, last name) _____
9. Child's date of birth: _____ 10. Female Male
11. Date of incident/injury/illness _____ 12. Time of incident/injury/illness _____
13. Name of person responsible for child at time of incident _____
14. Witness (es) _____

At the time of the incident/injury/illness:

15. How many children were there in this child's group? _____
16. How many staff members were supervising the group? _____
17. Who Provided First-aid? _____
18. How many hours is this child in your care per day? (check one)
 Part-time (< four hours per day) Full-time (> four hours per day)
19. Age of child-group that child was assigned to at the time of the incident/injury/illness: (check one)
 Young Infant (Less than 12 months) Infant (12 – 18 months) Toddler (18 mo – 3 years)
 Preschooler (3 – 5 years - not in school) School Age Child (eligible for kindergarten and older)

Were parents contacted?
 Yes No If yes, when?

TYPE OF INJURY (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Bit tongue/cheek/lip | <input type="checkbox"/> Choking | <input type="checkbox"/> Scrape/scratch |
| <input type="checkbox"/> Bite – human | <input type="checkbox"/> Cut | <input type="checkbox"/> Something in eye |
| <input type="checkbox"/> Bite/Sting – animal or Insect | <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Stubbed finger/toe |
| <input type="checkbox"/> Blow to head | <input type="checkbox"/> Nosebleed | <input type="checkbox"/> Sunburn |
| <input type="checkbox"/> Broken bone | <input type="checkbox"/> Object inserted into body part | <input type="checkbox"/> Swelling/redness |
| <input type="checkbox"/> Bump/bruise | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Tooth (chipped, knocked out, loose) |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Puncture wound | <input type="checkbox"/> Other |

BODY PART AFFECTED (check all that apply)

- | | | |
|----------------------------------|---|---|
| <input type="checkbox"/> Arm | <input type="checkbox"/> Front of trunk/ stomach | <input type="checkbox"/> Mouth/Teeth |
| <input type="checkbox"/> Back | <input type="checkbox"/> Genitals/buttocks | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Chin | <input type="checkbox"/> Hand | <input type="checkbox"/> Nose |
| <input type="checkbox"/> Ear | <input type="checkbox"/> Head | <input type="checkbox"/> Shoulder/ collarbone |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Knee | <input type="checkbox"/> Throat |
| <input type="checkbox"/> Face | <input type="checkbox"/> Leg | <input type="checkbox"/> Toe |
| <input type="checkbox"/> Fingers | <input type="checkbox"/> Lungs/difficulty breathing | <input type="checkbox"/> Whole body |
| <input type="checkbox"/> Foot | | |

TYPE OF ILLNESS (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Allergic reaction/asthma | <input type="checkbox"/> No pulse/breathing, seizure |
| <input type="checkbox"/> Collapse/faint | <input type="checkbox"/> Stomachache/vomiting/ diarrhea |
| <input type="checkbox"/> Diaper rash | <input type="checkbox"/> Other illness (specify in summary section) |
| <input type="checkbox"/> Fever | |

WHERE DID INCIDENT/INJURY HAPPEN? (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> High chair | <input type="checkbox"/> On field trip/routine trip |
| <input type="checkbox"/> Changing table | <input type="checkbox"/> In vehicle | <input type="checkbox"/> Outdoor play area |
| <input type="checkbox"/> Crib | <input type="checkbox"/> Inside play area/large muscle area | <input type="checkbox"/> Parking area/driveway |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Kitchen/eating area | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Hall/doorway | | <input type="checkbox"/> Stairway |

TYPE OF INCIDENT (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Another adult found child | <input type="checkbox"/> Collision w/ person | <input type="checkbox"/> Inappropriate touching/sexual play |
| <input type="checkbox"/> Baby fed wrong bottle | <input type="checkbox"/> Corporal punishment | <input type="checkbox"/> Intruder |
| <input type="checkbox"/> Blood or bruise found on child | <input type="checkbox"/> Death | <input type="checkbox"/> Medication error |
| <input type="checkbox"/> Child ran away | <input type="checkbox"/> Sudden diaper rash | <input type="checkbox"/> Missing child |
| <input type="checkbox"/> Child unattended | <input type="checkbox"/> Fall – walk/run/trip | <input type="checkbox"/> Vehicle accident |
| <input type="checkbox"/> Collision w/ object | <input type="checkbox"/> Fall to surface | <input type="checkbox"/> Weapon found |
| | <input type="checkbox"/> Fighting | |

ACTION TAKEN (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Bandage | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Body part elevated | <input type="checkbox"/> Pressure applied |
| <input type="checkbox"/> Contacted Children's Protective Services | <input type="checkbox"/> Referred for further medical care |
| <input type="checkbox"/> Contacted Poison Control | <input type="checkbox"/> Rested on cot |
| <input type="checkbox"/> Emergency Services called | <input type="checkbox"/> Returned to normal activity |
| <input type="checkbox"/> Emergency Services transported child | <input type="checkbox"/> Sent home early/picked up early |
| <input type="checkbox"/> Hug/Pat | <input type="checkbox"/> Washed/soap |

INCIDENT HAPPENED DURING?

- | | | |
|---|---|--|
| <input type="checkbox"/> Arrival/departure | <input type="checkbox"/> Indoor play/group activities/free play | <input type="checkbox"/> Outdoor play |
| <input type="checkbox"/> Classroom activity | <input type="checkbox"/> Meals/snack | <input type="checkbox"/> Transition between activities |
| <input type="checkbox"/> Diaper change | <input type="checkbox"/> Naptime/rest period | |

Summary of Incident/Injury/Illness (Explain, attach additional paper if needed)

Print First and last name of person completing form

Date parent /guardian received copy of report
Date (M/D/Y)

Signature of person completing form

Date

Licensing In-service Training Form Preschool/School-age Child Care Programs

Trainer Name

Street Address

Training Date

City

State

ZIP Code

Length of Training (number of hours)

Telephone Number

Trainee Name

TRAINING SUBJECT (describe content area covered in training)

First-aid; Child Abuse Recognition and Prevention; Prevention, Recognition and Management of Communicable Disease. Check One: Initial Training Review

IN-SERVICE TRAINER QUALIFICATIONS: Check all that apply. To qualify as a trainer you must be able to answer YES to Question A and YES to at least one item in Question B.

A. Trainer has at least two years experience specific to the training subject area (as identified above) YES NO

B. Trainer has one of the following:

1. An associate or higher degree

YES NO

This course work shall include at least 36 quarter hours or 24 semester hours in the subject area.

Child Development

Early Childhood Education

Education

Home Economics

Nursing

Nutrition

Psychology

Dental Hygiene

Social Work

Other (specify)

2. A pre-kindergarten certificate issued by the State Board of Education of Ohio

YES NO

3. Child Development Associate (CDA)

YES NO

4. A licensed physician

YES NO

5. A registered nurse

YES NO

6. First-aid and/or CPR Certified Trainer

YES NO

I verify that the information presented on this form is accurate and complete.

Statement of Non-Guilty/Nonconviction Form (updated annually)

Section A or B must be completed by all staff and volunteers before working with children

Section A

Non-Guilty Non-Conviction statement

I herby attest that I have never been convicted of or pleaded guilty to crimes set forth in division (A) (8) or (A) (9) of section 109.572 or division (A) (1) of section 5104.09 (see Prohibited Offenses list) of the Ohio Revised Code or an existing or former offense of any municipal corporation, this state or any other state that is substantially equivalent to any of these offenses.

I attest that no child has been removed from my home as described in section 2151.353 of the Revised Code.

Name (please print)

| | | | |
|---------|------|-------|-----|
| Address | City | State | ZIP |
|---------|------|-------|-----|

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Section B

Convicted / Rehabilitated statement

I herby attest that I have been convicted of a crime set forth in division (A) (8) or (A) (9) of section 109.572 or division (A) (1) of section 5104.09 (see Prohibited Offenses list) of the Ohio Revised Code or an existing or former offense of any municipal corporation, this state or any other state that is substantially equivalent to any of these offenses.

I attest that no child has been removed from my home as described in section 2151.353 of the Revised Code.

Name (please print)

| | | | |
|---------|------|-------|-----|
| Address | City | State | ZIP |
|---------|------|-------|-----|

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

By attesting to this statement, the Ohio Department of Education may investigate and confirm I have reviewed the rehabilitation requirements of rule 3301-20-01 of the Administrative Code and have determined that the employee meets the rehabilitation requirements.

Superintendent name (please print)

Superintendents signature

Date

Prohibited Offenses List (9/2010)

Homicide

- R.C. 2903.01 - Aggravated murder
- R.C. 2903.02 - Murder
- R.C. 2903.03 - Voluntary manslaughter
- R.C. 2903.04 - Involuntary manslaughter

Assault

- R.C. 2903.11 - Felonious assault
- R.C. 2903.12 - Aggravated assault
- R.C. 2903.13 - Assault
- R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing

- R.C. 2903.15 - Permitting child abuse
- R.C. 2903.21 - Aggravated menacing
- R.C. 2903.211 - Menacing by stalking
- R.C. 2903.22 - Menacing

Patient abuse and neglect

- R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues

- R.C. 2905.01 - Kidnapping
- R.C. 2905.02 - Abduction
- R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)
- R.C. 2905.05 - Criminal child enticement

Sex offenses

- R.C. 2907.02 - Rape
- R.C. 2907.03 - Sexual battery
- R.C. 2907.04 - Unlawful sexual conduct with a minor
- R.C. 2907.05 - Gross sexual imposition
- R.C. 2907.06 - Sexual imposition
- R.C. 2907.07 - Importuning
- R.C. 2907.08 - Voyeurism
- R.C. 2907.09 - Public indecency
- R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
- R.C. 2907.21 - Compelling prostitution
- R.C. 2907.22 - Promoting prostitution
- R.C. 2907.23 - Procuring
- R.C. 2907.25 - Prostitution
- R.C. 2907.31 - Disseminating matter harmful to juveniles
- R.C. 2907.32 - Pandering obscenity
- R.C. 2907.321 - Pandering obscenity involving a minor
- R.C. 2907.322 - Pandering sexually oriented matter involving a minor
- R.C. 2907.323 - Illegal use of a minor in nudity-oriented Material or performance

Arson

- R.C. 2909.02 - Aggravated arson
- R.C. 2909.22 - Soliciting or providing support for act of terrorism
- R.C. 2909.23 - Making terroristic threat
- R.C. 2909.24 - Terrorism
- R.C. 2909.03 - Arson

Robbery and Burglary

- R.C. 2911.01 - Aggravated robbery
- R.C. 2911.02 - Robbery
- R.C. 2911.11 - Aggravated burglary
- R.C. 2911.12 - Burglary

Theft and Fraud

- R.C. 2913.02 - Theft; aggravated theft
- R.C. 2913.03 - Unauthorized use of a vehicle
- R.C. 2913.04 - Unauthorized use of property, computer, cable or telecommunication property or service
- R.C. 2913.041 - Possession or sale of unauthorized cable television device
- R.C. 2913.33 - Making or using slugs
- R.C. 2913.05 - Telecommunications fraud

- R.C. 2913.06 - Unlawful use of telecommunications
- R.C. 2913.11 - Passing bad checks
- R.C. 2913.21 - Misuse of credit cards
- R.C. 2913.31 - Forgery; identification card
- R.C. 2913.32 - Criminal simulation
- R.C. 2913.40 - Medicaid fraud
- R.C. 2913.41 - Prima facie evidence of purpose to defraud
- R.C. 2913.42 - Tampering with records
- R.C. 2913.43 - Securing writings by deception

- R.C. 2913.44 - Personating an officer
- R.C. 2913.441 - Law Enforcement emblem display
- R.C. 2913.45 - Defrauding creditors
- R.C. 2913.46 - Illegal use of food stamps or WIC program benefits
- R.C. 2913.47 - Insurance fraud
- R.C. 2913.48 - Worker's compensation fraud
- R.C. 2913.49 - Identity fraud

Offenses against the family

- R.C. 2919.12 - Unlawful abortion
- R.C. 2919.22 - Endangering children
- R.C. 2919.23 - Interference with custody
- R.C. 2919.24 - Contributing to unruliness or delinquency of a child
- R.C. 2919.25 - Domestic violence

Offenses against justice and public administration

- R.C. 2921.11 - Perjury
- R.C. 2921.13 - Falsification

Weapons control

- R.C. 2923.12 - Carrying a concealed weapon
- R.C. 2923.13 - Having a weapon while under disability
- R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
- R.C. 2923.01 - Conspiracy
- R.C. 2923.03 - Complicity, that relates to a crime specified in division 109.572 (A) (9)

Drug offenses

- R.C. 2925.02 - Corrupting another with drugs
 - R.C. 2925.03 - Trafficking in drugs
 - R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana
 - R.C. 2925.05 - Funding of drug or marijuana trafficking
 - R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
 - R.C. 2925.11 - Possession of drugs or marijuana that is not a minor drug possession offense
- in section R.C. 2925.01

Other

- R.C. 959.13 - Cruelty to animals
- R.C. 2905.11 - Extortion
- R.C. 3716.11 - Placing harmful objects in food or confection
- R.C. 2909.04 - Disrupting public services
- R.C. 2909.05 - Vandalism
- R.C. 2917.01 - Inciting to violence
- R.C. 2917.02 - Aggravated riot
- R.C. 2917.03 - Riot
- R.C. 2917.31 - Inducing panic
- R.C. 2921.03 - Intimidation
- R.C. 2921.34 - Escape
- R.C. 2921.35 - Aiding escape or resistance to authority
- R.C. 2923.02 - Attempt, that relates to a crime specified in division 109.572 (A) (9)
- R.C. 2927.12 - Ethnic intimidation
- R.C. 4511.19 - Operating vehicle under the influence of alcohol or drugs – OVI. (A second violation within five years of the date of application for licensure or employment

APPENDIX C: Resources for Professional Development/In-Service Training

First-aid

Approved Health Organizations

- ▶ American Red Cross <http://www.redcross.org/>
- ▶ American Heart Association <http://www.heart.org> keyword: CPR
- ▶ American Safety and Health Institute <http://www.ashinstitute.org/>
- ▶ Emergency Care and Safety Institute <http://www.ecsinstitute.org/>
- ▶ Medic First-aid <http://www.medicfirstaid.com/>
- ▶ Ohio Department of Public Safety
http://www.ems.ohio.gov/EMSC%20Web%20Site_11_04/FirstAid-ChildCarePersonel.html
- ▶ American Academy of Pediatrics <http://www.pedfactsonline.com/>

Prevention Recognition and Management of Communicable Disease

Approved Curriculum/Trainers

- ▶ Physician, physician's assistant, clinical nurse specialist or certified nurse who uses the Common Childhood Illness curriculum developed by the Ohio Department of Health and the Ohio Department of Job and Family Services
<http://jfs.ohio.gov/cdc/CommunicableDisease.stm>

Child Abuse Recognition and Prevention

Approved curriculum

- ▶ The Ohio Department of Education (ODE) authorized Safety and Violence Prevention Training Curriculum (per ORC 3319.073) <http://education.ohio.gov/>, keywords: *violence prevention*

Other acceptable trainings:

- ▶ Training conducted by a public children's service agency.
- ▶ Training conducted by a professional with two years experience in assessing, counseling or training others in child abuse recognition and prevention

CPR

Approved Health Organizations

- ▶ American Red Cross <http://www.redcross.org/>
- ▶ American Heart Association <http://www.heart.org/>
- ▶ American Safety and Health Institute <http://www.ashinstitute.org/>
- ▶ Emergency Care and Safety Institute <http://www.ecsinstitute.org/>
- ▶ Medic First-aid <http://www.medicfirstaid.com/>
- ▶ Emergency First Response
- ▶ The American Institute for Resuscitation

APPENDIX D: Publicly Funded Programs

Staff criteria for publicly funded preschool programs

Section 3301.311 of the Revised Code

Rule 3301-37-04(J)(I)

- A) As used in this section, “preschool program” has the same meaning as in section 3301.52 of the Ohio Revised Code.
- (B) Subject to divisions (C) and (D) of this section, beginning in fiscal year 2006, no preschool program and no early childhood education program or early learning program as defined by the Ohio Department of Education (ODE) shall receive any funds from the state unless 50 percent of the staff members employed by that program as teachers are working toward an associate degree of a type approved by the Department.
- (C)(1) Subject to division (C)(2) of this section, beginning in fiscal year 2010, no preschool program and no early childhood education program or early learning program as defined by the Department (ODE), existing before fiscal year 2007, shall receive any funds from the state unless every staff member employed by that program as a teacher has attained an associate degree of a type approved by the Department.
 - (2) Beginning in fiscal year 2011, no preschool program and no early childhood education program or early learning program as defined by the Department (ODE), existing prior to fiscal year 2007, shall receive any funds from the state unless 50 percent of the staff members employed by the program as teachers have attained a bachelor’s degree of a type approved by the Department.
- (D)(1) Subject to division (D)(2) of this section, beginning in fiscal year 2012, no preschool program and no early childhood education program or early learning program as defined by the Department, (ODE) established during or after fiscal year 2007, shall receive any funds from the state unless every staff member employed by that program as a teacher has attained an associate degree of a type approved by the Department.
 - (2) Beginning in fiscal year 2013, no preschool program and no early childhood education program or early learning program as defined by the Department (ODE), established during or after fiscal year 2007, shall receive any funds from the state unless 50 percent of the staff members employed by the program as teachers have attained a bachelor’s degree of a type approved by the Department.

Effective Date: 09-28-1999; 06-30-2005; 2007 HB119 09-29-2007

