



DCY MONITORING & COMPLIANCE FIELD GUIDE

Early Care & Education School-Based
School-Age Program

July 2026



**Department of
Children & Youth**

ChildrenAndYouth.Ohio.gov

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DCY Early Care & Education Field Guide

The Ohio Department of Children and Youth (DCY), the Divisions of Policy and Regulatory Compliance, welcome you to our Early Care & Education (ECE) Field Guide. This guide gives transparency in monitoring regulatory requirements, provides suggestions for best practices in meeting and maintaining compliance, offers resources for ongoing efforts in improving quality practices, and promotes consistency in interpretation of rules and monitoring approaches.

Utilizing the Field Guide

The ECE Field Guide is intended to benefit interested parties in the policies and practices used in monitoring regulations assigned to Early Care & Education programs. DCY is the regulating agency ensuring all programs are reviewed at least annually according to Child Care Development Fund (CCDF), Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) requirements.

By utilizing the ECE Field Guide:

- Programs are provided resources, knowledge of monitoring approaches, and best practice tips to maintain compliance, including self-guided growth in daily practices.
- Licensing specialists are provided with ongoing training and guidance for consistent monitoring.
- Families are provided with knowledge of OAC and approaches to monitoring for programs in which their children receive care.
- Stakeholders are provided with transparent procedures related to Ohio's ECE system.

The ECE Field Guide is outlined in rule topics, with related content per rule topic. For users, simply find the rule topic of interest and review the related content. Here's a helpful look at the sections of the field guide, per rule topic.

Rule Topic

Rule This second references the OAC rule number and title
This section includes the link to the OAC rule.
Rule Reference
This section includes specific rule reference(s) to guide the user to requirements related to this rule topic.
Desired Outcome
This section provides the desired outcome when the rule is maintained compliant.
Guidance for Demonstrating Compliance
This section provides examples providers use to demonstrate compliance and should be considered a sample, not an all-inclusive list.
Common Non-Compliance(s)
This section provides examples demonstrating non-compliance and should be considered a sample, not an all-inclusive list.
Resources
This section provides resources that both DCY and other entities have developed and maintain for public access.

Assessment/Monitoring Approach	
Observations	This section provides examples of how the program will be assessed for the rule topic through observations and should not be considered an all-inclusive list. Any references to “not applicable” are for generalized purposes, but observations may occur based on unique facts and circumstances.
Interviews	This section provides examples of how the program will be assessed for the rule topic through interviews and should not be considered an all-inclusive list. Any references to “not applicable” are for generalized purposes, but interviews may occur based on unique facts and circumstances.
Documentation Review	This section provides examples of how the program will be assessed for the rule topic through documentation review and should not be considered an all-inclusive list. Any references to “not applicable” are for generalized purposes, but documentation review may occur based on unique facts and circumstances.
Compliance Finding	This section provides examples of technical assistance that may be offered to the program through the monitoring of the rule topic based on demonstration of at least ninety percent compliance effort. For standalone documents such as a fire inspection report, the ninety percent threshold is not applied for noted technical assistance opportunities. PLEASE NOTE: technical assistance will NOT be offered if the requirement is specifically related to a complaint rule allegation.

Technical Assistance

The term “technical assistance” (TA) is a common term in the regulatory industry. At its core, regulatory TA provides tailored, expert guidance to help a program navigate compliance requirements, interpret regulations, and improve the program’s overall quality experience for the children and youth in their care. Your licensing specialist is your partner and will provide TA whenever an opportunity exists to help jointly achieve these goals. In the Field Guide, the **Compliance Finding** section of each topic area notes any rule requirement that may be offered TA in lieu of a non-compliance. The requirements listed available as TA are identified to not pose an elevated risk of harm to children and are systemic in nature, in that efforts to reach compliance by the provider are considered when identifying a potential miss in their process. In the Field Guide you’ll note the reference for ninety percent compliance effort. In all topic areas, ninety percent should be considered in a qualitative measure rather than a quantitative measure. By universally assigning a percentage threshold, the program and the licensing specialist have a frame of reference to determine if a strong attempt is made, processes are in place, but one misstep or gap did not result in one hundred percent compliance of that particular topic area. In other words, the program has put forth the right system and is almost perfect in demonstrating compliance in that topic area, and by providing TA the program has opportunity to fully reach compliance at one hundred percent. When determining a qualitative calculation of ninety percent, consider these factors:

	Technical Assistance (TA)	Non-Compliance
Frequency	An isolated lapse in an otherwise functional process	A persistent pattern or recurring theme throughout the review

Scope	Limited to a single file, staff member, or room	Spread across multiple files, staff or rooms
Intent/Care	A “human error” or oversight despite having a system in place	A complete absence or minimal effort of a system or practice to achieve compliance
History	The program was fully compliant with the requirement at the last inspection	This is a repeat finding from previous visits

While providing TA, your licensing specialist will discuss with you any potential process that will elevate your ninety percent qualitative effort to one hundred percent full compliance. You’re encouraged to find the right process that fits your program’s size, structure, and staffing pattern and always reach in to your specialist for additional support needed.

Compliance Reports

Following the conclusion of the program’s review, DCY will provide a compliance report, complete with recorded findings of determined compliance, determined non-compliance, and technical assistance provided. The compliance report will include standard finding language, restating OAC requirements, for consistent language used across all reports.

Corrective Action Plan

When a non-compliance is identified and recorded, the program or provider submits a Corrective Action Plan (CAP) clearly demonstrating to the licensing authority their plan on correcting the non-compliance, both through immediate and long-term efforts. The written CAP should be considered a professional commitment to the licensing authority in which the program or provider applies critical thinking skills, current practices, and utilizes resources within their program to demonstrate intent to comply with requirements. The written CAP is not an explanation of why the non-compliance occurred, but a well-thought-out plan that is obtainable and sustainable preventing the non-compliance from recurring. Submitting the CAP will address three key concepts. Think of these key components as the WHAT, WHY, WHO.

- Short term action taken
 - This is the WHAT key concept. Ask yourself WHAT do I need to fix. Identify a one or two step action item that can immediately resolve the issue to satisfy the requirement. This is the easy part and should occur instantly and without pause.
- Planned changes in system/procedure
 - This is the WHY key concept. Now let’s think about the requirement itself. WHY is it important? Identify the intention, the reasoning behind why the requirement exists. Reach out to your licensing specialist for technical assistance if needed. It’s nearly impossible for you to implement a system or procedure to prevent a non-compliance from recurring if the intention of the requirement is not clear to you. Let us help with that. Once you understand the WHY behind the requirement, think about your resources, your physical space, your staff, and develop a system or procedure that meets YOUR program’s ability to maintain compliance.
- Responsible person for implementation

- This is the WHO key concept. Administrators CANNOT be responsible for every single thing that occurs within the program. Lean in on your staff, your parents, your community, every interested party helps play a role in providing a positive learning experience for children. Often administrators assign themselves as the party responsible for every requirement, but that is not sustainable and often leads to things getting lost in the mix. Think about WHO among your staff can be assigned to implement and ensure the new system or procedure is always followed, leading to long-term compliance. By assigning a responsible person, the administrator is committing to the program maintaining compliance in an organized, well-thought-out system.

When submitting your CAP to the licensing authority, be sure to answer the three questions and upload any complete and applicable documents. The specialist will review and either approve your CAP or return your CAP for revision. This should be a partnership between you and your specialist. If your CAP has been returned and you are unsure why, reach out to your specialist to better understand how you can strengthen your WHAT, WHY, OR WHO key concepts. By partnering with your specialist, you're demonstrating your intent to comply with the requirement and strengthening your program's compliance. Be sure to respond timely, following the due date outlined in your inspection report. By not submitting a CAP, or submitting a CAP past its due date, you're demonstrating a lack of intent to comply with requirements and additional non-compliances would follow. Your inspection status, including whether your non-compliances were addressed, is publicly available for consumer education on the DCY website. To ensure your program is reflected favorably to your families and potential families, submit your CAP timely, completely addressing the non-compliance recorded. By applying the WHAT, WHY, WHO key concepts timely, your program's compliance will provide a positive, healthy and safe experience for the children in your care.

Resource Library

Throughout the ECE Field Guide, you will find both internal and external resources. Internal resources are considered those that DCY maintains and is available for the public. External resources are considered those that DCY does not maintain and are available for the public. General resources referenced throughout the Field Guide are specific to the topic of the rule. Provided here is a list of general resources to be considered for all rule topics.

- [Department of Children and Youth | Ohio.gov](#)
- [Family and Customer Support Center | Ohio Department of Children and Youth](#) or 1-844-234-KIDS (5437)
- DCY Ohio Child Licensing and Quality System (OCLQS) Technical Support at 844-234-KIDS (5437), option 6
- [Tuesday Times | Ohio Department of Children and Youth](#)
- [Ohio Child Licensing and Quality System \(OCLQS\) Job Aids | Ohio Department of Children and Youth](#)
- [Program Rules and Resources | Ohio Department of Children and Youth](#)
- [Forms Central](#)
- [Office of Child Care \(OCC\) | The Administration for Children and Families](#)
- [Caring for Our Children Basics Home | Child Care Technical Assistance Network](#)
- [The Ohio Child Care Resource & Referral Association | OCCRRRA](#)
- [State Support Teams | Ohio Department of Education and Workforce](#)

Navigating the Field Guide

You are encouraged to use this field guide in an electronic format rather than printing the document. You'll find many interactive links that will support your program's professional growth. There are two user friendly options to easily navigate through the field guide without the need to scroll through the individual pages.

- **Bookmarks** – To open, simply click on Bookmarks in your menu pane. Click on each topic or subtopic to reach your interest.
- **Table of Contents** - Using the Table of Contents, click the page number to reach your interest.

Thank You!

DCY is grateful for the many stakeholders who provided input into the development of the ECE Field Guide, including Program Representatives and County Licensing Teams. By utilizing the Field Guide, all interested parties share transparency and responsibility ensuring our youngest learners in our Early Care & Education programs receive positive early learning experiences.

Administrator Responsibilities

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios	
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:32-03(D) 5180:32-03 (H)(1)	
Desired Outcome	
An administrator is present during the program's hours of operation, and leads the staff in maintaining a safe, high-quality, and compliant environment for children, families, and staff.	
Guidance for Demonstrating Compliance	
- Regularly review and stay updated with Chapter 5180 of the ORC and Chapter 5180:2-32 of the OAC to ensure all operations align with these regulations. - Maintain a schedule that ensures the administrator is on-site for at least 50% of the school child program's operating hours. If there are multiple administrators, ensure at least one administrator meets this requirement.	
Ohio Professional Registry (OPR) and Documentation Responsibilities	
- Ensure all individuals used to meet ratio of left alone with a child creates and updates individual profiles. - Develop a system for maintaining staff files for each current employee and staff member. Documentation can be kept electronically or in paper files. Whatever system you choose, it must be available on-site during an inspection for current employees and staff members. If storing staff files electronically, make sure you have a back-up plan in case technology doesn't cooperate during an inspection.	
Common Non-Compliance(s)	
- None of the administrators meet the on-site time requirement. - OPR records are missing or incomplete.	
Resources	
Staff Documentation Verification Form Behavior Management Training Ohio Professional Registry	
Assessment/Monitoring Approach	
Observations	Not applicable
Interviews	The licensing specialist may ask additional questions for clarification.
Documentation Review	- Staff records - OPR
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: Required employment records are missing or incomplete in the OPR as required.

	An employee's file is not maintained on-site or at an off-site location as required; however, the documentation required to be maintained on file has been previously assessed as required.
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Application

5180:2-19-03 | Indoor and outdoor health and safety

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-10 | Licensure and monitoring

[Rule 5180:2-19-03 - Ohio Administrative Code | Ohio Laws](#)

[Rule 5180:2-19-10 - Ohio Administrative Code | Ohio Laws](#)

Rule Reference

5180:2-19-03 (A)

5180:2-19-10 (B)(1) & (2)

Desired Outcome

The proposed program has all required documents and approvals necessary to begin caring for children in a healthy and safe environment. The materials submitted with an application highlight qualifications, experience, and preparedness to meet the expectations of a licensed school child program. The program obtains licensure to operate in compliance with all state regulations and quality standards. Once the application is approved, the program posts the license in a conspicuous place that is visible to parents, school child program staff members and employees.

Guidance for Demonstrating Compliance

- Before submitting the application, verify your documentation is complete, current, and accurate to avoid any delays in the licensing approval process. Refer to all sections of the rule and field guide for required documentation.
- Gather and prepare:
 - Building inspection by a building official that has jurisdiction over the premises for programs not operating in school buildings
 - Fire inspection by the state fire marshal or local fire safety inspector
 - Valid food service license or valid food service license exemption from the local health department that has jurisdiction or the Ohio Department of Health (ODH)
 - Detailed and labeled site plans that include an indoor floor plan and outdoor play space diagram

Indoor Floor Plan

- Submit indoor floor plans that are easy to read and fully capture the program's layout. Include all space that can be used for the program. Include the following details:
 - Each classroom or area labeled with desired age group, including any identifying room name or number
 - All entrances, exits, and points of egress
 - Designated restrooms

○ Labeled non-child care space such as office, kitchen or food prep area, storage closet • All additional details will be observed during the pre-licensing inspection, including but not limited to: furniture, cots, chairs, and tables. • Rooms used for child care need to align with any limitations by the building and fire departments.	
Outdoor Diagram • Submit an easy-to-read outdoor site drawing that captures the surrounding environment. Include the following details: ○ All physical or natural barriers used to protect children from traffic or animals ○ Roads, parking lots, and other buildings surrounding the program building and outdoor play space ○ Permanent outdoor equipment ○ The route children take to access the playground ○ Any body of water located on the program's property or accessible to children in care	
Common Non-Compliance(s) • Submission of incomplete or incorrect documents. • Documents returned for revision, delaying the overall process and extending the time required to become licensed. • Incomplete or missing background checks for the administrator.	
Resources • Family and Customer Support Center Ohio Department of Children and Youth or 844-234-KIDS (5437) • Background Checks Ohio Department of Children and Youth • Local Child Care Resource & Referral Agency 1-877-547-6978 • Find Local Health Districts Ohio Department of Health • Ohio State Fire Marshal Ohio Department of Commerce • Fire Department Listing • Building Plan and Approval Ohio Department of Commerce • Board of Building Standards Ohio Department of Commerce	
Assessment/Monitoring Approach	
Observations	• Not applicable
Interviews	• The licensing specialist may ask questions regarding discrepancies in documents and the application. • The licensing specialist may confirm ownership and ownership type.
Documentation Review	• Application information • All required documents with the application
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this

	rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the field guide do not support technical assistance opportunities in lieu of a non-compliance finding.
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Attendance

5180:2-19-05 | Child information

Rule 5180:2-19-05 Child information	
Rule 5180:2-19-05 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-05 (B)(5)	
Desired Outcome	
Programs have a written record of attendance.	
Guidance for Demonstrating Compliance	
- Ensure written or electronic attendance records are dated. - If you use an electronic format, make sure you have access to it if the power goes out or the device's battery dies.	
Common Non-Compliance(s)	
- Program does not maintain dated written or electronic attendance records. - Program did not consistently complete attendance records. - The record did not contain the name of at least one child.	
Resources	
DCY 01208 Weekly Attendance for Child Care	
Assessment/Monitoring Approach	
Observations	The licensing specialist will observe staff documenting attendance.
Interviews	The licensing specialist may ask additional questions regarding attendance policies.
Documentation Review	Attendance records for completion
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Background Checks

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios
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Rule Reference

5180:32-03(H)(8)(a) & (b)

Desired Outcome

Ensure that only individuals who do not pose a risk to the safety and well-being are entrusted with children's care by identifying individuals with a history of criminal behavior, abuse, neglect, or other conduct that could pose a risk to children and preventing them from providing care.

Guidance for Demonstrating Compliance

- Submit the request for Bureau of Criminal Investigations (BCI)/Federal Bureau of Investigations (FBI) background checks for all new employees and completed five-year updates. Be sure to check results to ensure eligibility.
- Only FBI results need to be on file for employees with a valid teaching license.
- Make sure anyone who is left alone with children or used in ratio has a current background check on file that says they are eligible to work in early care and education. This includes individuals such as itinerants, speech or occupational therapists, or extracurricular teachers like dance or sport teachers who are left alone with children or used in ratio.
- Individuals who are visitors, volunteers, are not used in ratio, and never left alone with children are not required to have a background check on file.
- Using a tracking system, such as a spreadsheet, will help to ensure timely completion of background checks. You can also conduct periodic audits of results for initial background checks and five-year updates.
- Check the results to verify eligibility.
- Develop a system for handling ineligible results and appeals. Will the individual's employment be terminated? Will the individual request a review of the determination and be placed on leave and not work during the time of the review?
- Make sure anyone with an ineligible result does not work at the program.
- When sending employees to a webcheck agency to complete their background checks, encourage them to take the guidance document that lists the information for the webcheck agent to complete in their system.
- If the program wants to receive a secondary copy of the BCI and the FBI check results, the employee will need to state this when the webcheck agent is completing the background check request. Results should be directly copied to DCY, and a second set can be mailed to the program.
- For programs receiving Publicly Funded Child Care, make sure employees submit the request for background checks in the OPR and go to a webcheck agency for fingerprint impression submission prior to starting and every five years thereafter for updates. It is important that the individual enters an employment record in the OPR to ensure that their background check displays in the program's dashboard.
- For programs receiving Publicly Funded Child Care, be sure to check your OPR dashboard for background check result notifications to ensure eligibility and track preliminary results to ensure the final results are received. Make sure child care staff members with preliminary approvals on file are not left alone with children at any time.
- You only need to verify the DCY 01176 for programs receiving Publicly Funded Child Care (PFCC).
- Verify all DCY 01176s are in the dashboard for record keeping and review, if applicable.

Common Non-Compliance(s)

Lack of Proper Documentation

- Missing or incomplete records of background checks for required individuals.
- No evidence that background checks were requested prior to the first day of employment.
- Background check approval dated more than six months prior to submission of application.
- Absence of documentation showing renewal or rechecks every five years from the date of the most recent BCI check.
- Background check on file is for a different program.
- Background check result on file is the DCY 01177 instead of the DCY 01176 for program's providing PFCC services.

Preliminary Approvals for programs receiving PFCC

- Child care staff member with only a preliminary approval on file is left alone with children
- The preliminary approval result is on file more than 45 days and the DCY 01176 with final eligibility results is missing
- The preliminary approval ended and a new background check was not requested

Expired Background Checks

- Employing individuals whose background checks have expired or are overdue for renewal.

Inadequate Record-Keeping

- Missing or inaccessible files related to background checks.

Failure to Remove Disqualified Individuals

- Employing individuals who have a BCI/FBI and/or a DCY 01176 that says they are ineligible to work in child care.
- Not acting promptly upon discovering disqualifying background check results.
- Allowing an individual with an ineligible BCI/FBI and/or DCY 01176 that says they are ineligible to continue working while waiting for the results of a request for review of the background check decision.

Resources

- [Background Checks | Ohio Department of Children and Youth](#)
- [Prohibitive Convictions](#)
- [Webcheck Community Listing | Ohio Attorney General](#)
- [Background Check Instructions | Ohio Department of Children and Youth](#)

Assessment/Monitoring Approach

Observations	• Not applicable
Interviews	• Not applicable
Documentation Review	• Background check (FBI/BCI) • DCY 01176, if applicable • OPR Dashboard/ERC
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Building and fire inspections

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03 (A)
Desired Outcome
Provide care in a facility that is structurally sound, safe, and approved to be used for the intended purpose.
Guidance for Demonstrating Compliance
• If programs are not operating in an existing school building as defined in 3301.55 of the Ohio Revised Code, programs are required to submit documentation that the premises were inspected by a building official to confirm a facility's readiness for school child operations. This document verifies that the building meets local codes and ordinances. • Documents verifying inspections and any changes or reconstruction carried out pursuant to the building officials' obligations must be available. • A new building inspection approval is generally not necessary in the event the ownership of a School-Aged Child Care (SACC) program has changed. • Questions regarding the acquisition or validation of a building approval should be directed to the issuing authority or to the Ohio Board of Building Standards, which oversees compliance with building codes and occupancy regulations. • Demonstrate fire safety compliance through the submission of a fire inspection report. This report must be completed by the State Fire Marshal or local fire inspector and the inspection must have been conducted within the previous 12 months. • While DCY does not directly evaluate fire or building regulations, it collaborates with the appropriate authorities to ensure that school-age environments remain safe and compliant with all relevant standards.
Common Non-Compliance(s)
• A missing or outdated building approval – the building inspection confirms that the building complies with safety and zoning regulations and is approved for a specific type of use. If a program submits a construction permit instead of a building inspection, or fails to provide a building approval altogether, it may be cited for not demonstrating structural readiness. • A building approval with an incorrect use group designation – a use group other than E, I-2, or I-4 can result in a violation, as it indicates the building may not be approved for the intended occupancy. • Using a space that has not been approved by the building and/or fire department or using the space in a way that was not approved. • Discrepancies with occupant load – check to see that the building approval states maximum number of individuals permitted in the facility, either as a total or broken down by room. If this information is missing, outdated, or not included in the application materials (especially when a second page is required), the program may be found non-compliant. • Building approval for a valid signature and date from the issuing authority, and any listed limitations or conditions.

• Structural changes to the facility, such as major repairs, renovations, or layout modifications, often require an updated building approval. • An expired fire inspection or failing to provide one altogether. Reports must include the facility's name and address, the inspection date (within the past twelve months), and the inspector's name or signature. Missing any of these elements can result in a citation. • System-specific inspections, such as those for fire alarms or suppression systems, in place of a full fire inspection report. These documents do not assess overall facility safety and are not accepted as substitutes.	
Resources	
• Family and Customer Support Center Ohio Department of Children and Youth or 1-844-234-KIDS (5437) • Ohio State Fire Marshal Ohio Department of Commerce • Fire Department Listing • Building Plan and Approval Ohio Department of Commerce • Board of Building Standards Ohio Department of Commerce	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will review building approvals and fire inspections at the time of application.
Interviews	• The licensing specialist may reach out to the owner and/or administrator for clarification on any discrepancies in the documentation.
Documentation Review	• Written building approval or certificate of occupancy (COO) if the program is not located in a school building as defined in 3301.05 of the Ohio Revised Code. • Floor plans • Written fire inspection report – the licensing specialist will look for uncorrected violations for fire inspections for buildings that are currently unoccupied, such as initial application and change of location. Programs should work with their local fire inspector to correct violations for ongoing annual fire inspections. Licensing specialists may ask questions regarding progress on correcting any remaining fire violations and determine if they may contact the fire inspector if there are fire safety concerns.
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The program's fire inspection is overdue, but the program demonstrates verification they have contacted the fire inspector within 30 days prior to expiration to schedule a new fire inspection as required. • The program's fire inspection was missing information to verify it was completed as required.

Change of Capacity

5180:2-19-03 | Indoor and outdoor health and safety

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-10 Licensure and monitoring
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03 (B)(3)
5180:2-19-10 (M)(2)(a)
Desired Outcome
The program does not care for more children than the number and age groups that DCY approved.
Guidance for Demonstrating Compliance
- When a school child program wishes to request a change in its capacity to serve more or less children, the provider submits an amendment through the statewide licensing system. This amendment allows DCY and relevant local agencies to review whether the proposed change aligns with space, safety, and structural requirements. - Prior to serving additional children, the change of capacity is approved by DCY. - Capacity approvals are based on usable square footage and the limitations set forth by fire safety regulations and building codes. These limitations are evaluated using the building approval in addition to inspections and determinations made by both the fire department and DCY. - It is important for providers to assess their true operational needs before submitting a capacity amendment. If it is determined that an amendment is unnecessary, for example, if the request exceeds what the space can support or doesn't reflect actual program plans, then the provider will be asked to withdraw the request to maintain accuracy in the statewide licensing system and avoid unnecessary processing delays. - If a classroom is moved to a new space and the change does not result in the program serving more children, within the same building, a change of capacity transaction does not need to be submitted through the statewide licensing system. Please report the change to your licensing specialist.
Common Non-Compliance(s)
- Caring for more children than the capacity permits. - Caring for more children than the capacity permits while awaiting approval to increase to the capacity. - Incomplete or missing documentation for space requested to be used by children that was not previously approved. This applies to a request impacting either new space to be used or a new age group to be served. - Building approval for programs not operating in school buildings. - The current fire inspection.
Resources

• Ohio Statewide Licensing System Job Aids Ohio Department of Children and Youth • Ohio State Fire Marshal Ohio Department of Commerce • Fire Department Listing • Building Plan and Approval Ohio Department of Commerce	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will observe space used for care of children, when applicable.
Interviews	• Not applicable.
Documentation Review	• Fire inspection • Building approval • Floor plans
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Change of Location

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws
Rule Reference
Rule 5180:2-19-10 (M)(b)
Desired Outcome
The school child program does not operate at a location that DCY has not reviewed and approved.
Guidance for Demonstrating Compliance
• Submit the request at least 30 days prior to the location change to allow DCY staff sufficient time to review and approve all necessary documentation for the new site. Prompt and careful action supports a smooth transition and minimizes disruption to care. • It is essential to submit all required documents accurately, completely, and in a timely manner. Missing or incorrect documentation can delay the approval process and may prevent the program from operating as intended. • Participate in change of location inspection similar to an initial on-site inspection to verify all rule requirements are being met prior to caring for children in that location.
Common Non-Compliance(s)
• The change of location inspection results in unsafe and/or unsanitary conditions. • Operating at new location prior to new location being approved and new license issued.
Resources
• Ohio Statewide Licensing System Job Aids Ohio Department of Children and Youth • Ohio State Fire Marshal Ohio Department of Commerce • Fire Department Listing

Building Plan and Approval Ohio Department of Commerce	
Assessment/Monitoring Approach	
Observations	The licensing specialist will observe space used for care of children, when applicable.
Interviews	Not applicable
Documentation Review	- Building approval, if applicable - Fire inspection
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Child Abuse and Neglect

5180:2-19-08 | Child guidance

5180-32-03 | Staff obligations and ratios

5180:2-19-09 | Policies and procedures, recordkeeping and administration

Rule 5180:2-19-08 Child guidance	
Rule 5180-32-03 Staff obligations and ratios	
Rule 5180:2-19-09 Policies and procedures, recordkeeping and administration	
Rule 5180:2-19-08 - Ohio Administrative Code Ohio Laws Rule 5180-32-03 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-08 (A)(8), (C)&(D) 5180-32-03 (M) 5180:2-19-09 (A)(19)	
Desired Outcome	
Protect children from abuse and neglect. Trained and empowered staff recognize and respond to signs of abuse or neglect and follow reporting procedures promptly and correctly to safeguard children's well-being.	
Guidance for Demonstrating Compliance	
- Provide mandatory training for all employees on recognizing and reporting abuse/neglect. - Develop and distribute written policies. When writing the policies, include topics such as, what constitutes abuse or neglect, how and when to report, who is responsible for making the report, and procedures for documenting the report (date, time, agency contacted, summary of concern). - Submit serious incident reports in the statewide licensing system by the next business day.	

• Provide staff with contact information for the local PCSA and law enforcement. If you serve children in multiple counties, include contact info. for the PCSA and law enforcement in each county because the county where the child lives would be responsible for determining if an investigation is needed. • Plan training prior to staff members working with children to review the program's written policy and procedures. • Keep a copy of signed behavior management plans in the child's file for review by DCY. • Ensure staff understand they are required by law to report suspicions of abuse or neglect, regardless of whether the suspected abuse or neglect happened at the child's home or at the program. They are not required to obtain permission from the program owner or administrator. • In the event a child is expelled from your program, familiarize yourself and staff with OAC rules, which outline when and how expulsions must be reported. If an expulsion is necessary, report expulsion in the statewide licensing system by the next business day. Be sure to keep a copy of the submitted report in the child's file. Document all prior interventions and communications/attempts with the parent. Include signed behavior management plans and meeting notes. If you are unsure whether an incident qualifies as an expulsion, consult with your licensing specialist or contact the DCY Family and Customer Support Center at 844-234-KIDS (5437) or email at: info@childrenandyouth.ohio.gov.	
Common Non-Compliance(s)	
• Staff do not notify the PCSA or law enforcement immediately when they suspect a child has been abused or neglected.	
Resources	
• Child Abuse Training Ohio Professional Registry • Report Abuse and Neglect Ohio Department of Children and Youth • Ohio Child Abuse Reporting Hotline ○ Phone: 855-O-H-CHILD (855-642-4453) ○ Connects callers directly to the child welfare or law enforcement office in their county. ○ Reports can be made anonymously. • Childhelp National Child Abuse Hotline ○ Phone: 1-800-4-A-CHILD (1-800-422-4453) ○ Available 24/7 with professional crisis counselors ○ Offers support, resources, and guidance nationwide	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will spend time in each room and space to observe staff and child interactions to determine the guidance and management techniques used by staff.
Interviews	• The licensing specialist may ask staff questions regarding programs policies and procedures for child abuse and neglect reporting. • The licensing specialist may ask staff questions regarding interactions with children.
Documentation Review	• Documentation of abuse/neglect reports made by program staff

Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The program did report a child's expulsion to DCY as required.
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Child Information, Medication, and Health Care Plans

5180:2-19-05 | Child information

5180:2-19-09 | Policies and procedures, recordkeeping, and administration

Rule 5180:2-19-05 Child Information.
Rule 5180:2-19-09 Policies and procedures, recordkeeping, and administration
Rule 5180:2-19-05 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-05 (B)(1)(2)(3)&(4) 5180:2-19-09 (D)(1)
Desired Outcome
Completed enrollment forms are important so programs can meet each child's needs, respond quickly in case of illness or emergency, and follow the family's preferences. These forms help programs know who to contact in the case of an emergency. Safe, appropriate, and compliant administration of medication to: - Protect children's health. - Provide clarity on handling medications, storage requirements, and documentation practices. - Facilitate clear communication between staff, parents, and health care providers. Completed health care plans ensure a child with a chronic health condition receives proper care while they are at the licensed school child program. The plan keeps children safe by guiding program staff on how to complete required medical procedures (example: administering an inhaler or EpiPen injection, knowing what symptoms/signs to watch for, and what to do in the case of an emergency. Each child's unique needs are documented so staff can tailor care, routines, diet, and activities to prevent the need for medical intervention.
Guidance for Demonstrating Compliance
Child Enrollment Information The enrollment form is the starting point for a child's records. When a child is enrolled at the program, the program will want to decide how those records are kept. The program can consider systems like file folders, binders and/or accordion style folders for storing the physical files. This allows for organization, but also for easy accessibility in the case of inspection, emergency, etc.

- The DCY 01234 “Child Enrollment and Health Information for Early Care and Education Programs” or an enrollment form containing required information may be used by the program to capture enrollment information.
- If your program maintains enrollment information in an electronic form or system, ensure program staff are able to access the forms when needed; and that the licensing specialist can access the forms during a licensing inspection. It’s also important to have current back-up copies or a way to access the forms if there is a power or internet outage.
- Prior to the first day of enrollment, directors should meet with families to review their child(ren)’s enrollment form(s). It is important for providers and families to have this time to ensure that all sections of the form have been completed and signed. Pay close attention that all boxes have information in them, and that nothing was inadvertently left blank. Additionally, this gives the program the opportunity to review and understand any health or developmental concerns.
- Parents and the administrator review enrollment forms annually and update them as needed when information changes.

Medication Administration

- Written permission of a parent is secured prior to administering medication at the program.
- Using the DCY 01236 Sample “Health Care Plan Documentation & Permission to Administer Medication” helps ensure that proper instructions are obtained to ensure the safe administration of medication.
- Employees who are licensed health care professionals or who have completed drug administration training only administer medicine.
- A commonly observed practice to help keep medication organized and improve compliance is storing the medication and permission form in a Ziploc bag with a label. The label can include the child’s name, the name of the medication, and dates of expiration for the medication, permission to administer, and prescription. This helps easily track when items need to be updated or replaced and keep everything together for each child.
- Consider having a system where parents must drop off medications and completed forms directly to the administrator or office staff. This way the forms and labels can be reviewed for accuracy, and you can ask any clarifying questions before the parent leaves. This is also a good time to ensure the item is in its original container.
- Thoroughly review forms before the parent leaves when a new medication is brought to the program. The time to administer the medication should never be “as needed.” If medication isn’t to be given on a timed schedule, but in response to symptoms, have them list the symptoms staff should look for to signal the medication needs to be given. An example could be “as needed for uncontrolled wheezing, shortness of breath or difficulty breathing” for when an inhaler needs to be administered. Parents’ instructions should be clear enough that staff don’t have to try to guess or interpret what is meant.
- It is best practice to have a procedure in place to track both expiration dates on medications and topical creams. Each medication, medical food or topical product to be administered could be entered on a spreadsheet or in a log in a binder. Include information such as the signature date on the permission form, expiration date of the medication, expiration date of the prescription. Check the tracking sheet or log monthly to make note of upcoming expiration dates and work with families to update forms or replace

expiring products. Double check that prescriptions have not expired. Set calendar reminders if that is a system that works well for you.

- The individual administering medications for the program is informed and has access to the designated, locked, storage place where medicine is stored. It's also important to make sure medications that require refrigeration are stored immediately upon arrival and inaccessible to children.
- Have an additional person review forms for completeness and accuracy.
- Forms should be reviewed and updated on an annual basis or if there are changes that could affect the safety of the child.
- It is best practice to have a procedure in place to track expiration dates on medications. Each medication to be administered could be entered on a spreadsheet or in a log in a binder. Include information such as the signature date on the permission form, expiration date of the medication, expiration date of the prescription. Check the tracking sheet or log monthly to make note of upcoming expiration dates and work with families to update forms or replace expiring products.
- Rights of Medication Administration”
 - Right Child
 - Right Time (not more than 30 minutes before or after the designated time)
 - Right Dosage
 - Right Route (oral, ear, eye, etc.)
 - Right Medication

Health Care Plans

- Reviewing the child's chronic condition in collaboration with families is essential for determining whether a health care plan is required.
- A health care plan must be completed and contain the required information. Partnering with families during this process ensures that all necessary information is provided to guide the program in administering medication and performing any required medical procedures. Even if medication is not administered, the care plan should clearly outline how the child will be supported and what steps staff should follow in response to specific health needs.
- A health care plan and medication administration form may be combined or the DCY 01236 “Health Care Plan Documentation & Permission to Administer Medication” may be used.
- If a child has multiple health conditions, be sure the parent completes two separate health care plans.
 - An example of this would be if a child has been diagnosed with asthma and an allergy. You'll need one form to show how to care for the child's asthma. You'll need a second plan to instruct staff on how to care for the child's allergy.
- Make sure to review each health care plan carefully. Written instructions from the child's medical provider can be attached to the form.

Common Non-Compliance(s)

- A child is permitted to attend without an enrollment form on file.
- No medication administration form is on file when a child is administered medication.
- The medication administration form does not contain the required information.

- Medication is administered by an employee who is not a licensed health care professional or an employee who has completed drug administration training.
- Prescription medication is not current within the last twelve months or kept in its original container.
- Prescription medication is not labeled with the child's name.
- Prescription medication does not contain written instructions for use from a licensed physician, nurse practitioner, or dentist.
- Program gives the first dose of newly prescribed medicine in a non-emergency situation.
- Medication is not stored in a designated, locked storage place.
- Staff are not documenting administered medication.
- No health care plan is on file.
- The health care form used by the program does not contain the required information.
- Trained staff have not signed the health care plan.
- No trained staff are present or caring for the child.
- Health care plan instructions are incomplete.
- Staff administer a medication or procedure without being trained.
- Dates and/or signatures are missing.
- Dosage administration does not match the health care plan or prescription.
- There is contradicting information regarding the plan and medication.

Resources

- [DCY 01234 Child Enrollment and Health Information for Early Care and Education Programs](#)
- [DCY 01236 Health Care Plan Documentation & Permission to Administer Medication](#)
- [Medication Safety | Centers for Disease Control and Prevention](#)
- [Administration of Medication | Child Care Technical Assistance Network](#)
- [Poison Control Center](#) (24/7) *For immediate support or questions about medication incidents or safety or via phone at 1-800-222-1222*

Assessment/Monitoring Approach

Observations	• The licensing specialist will observe to determine if medication or supplies needed to carry out a health care plan are on site. • The licensing specialist may observe medication administered on-site.
Interviews	• The licensing specialist may ask additional questions regarding enrollment, administration of medication, or health care plans for children with chronic health conditions.
Documentation Review	• Child records/enrollment forms • Medicine administration forms, if applicable. • Prescription labels for child's name and written instructions from an appropriate medical professional. • Health care plans
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The child's enrollment form is not complete as required.

	The program did not ensure the exact product, generic or name brand, was listed on the appropriate documentation, as required. For TA consideration, the program must demonstrate the product named contains the same active ingredients.
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Closure

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring	
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-10 (M)(6)	
Desired Outcome	
Programs can permanently close a program.	
Guidance for Demonstrating Compliance	
Submit a request in the statewide licensing system.	
Common Non-Compliance(s)	
- The program is no longer operating but fails to submit the request for permanent closure. - The program continues to operate after the license has been closed.	
Resources	
License Closure Request Job Aid for OCLQS	
Assessment/Monitoring Approach	
Observations	Not applicable
Interviews	Not applicable
Documentation Review	Not applicable
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Compliance inspection and complaint investigation

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring	
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-10 (C), (D)& (L)	
Desired Outcome	
All regulatory requirements have been met, children are protected from harm, the environment is secure, and the program is equipped to deliver high-quality care.	

Guidance for Demonstrating Compliance

Pre-Licensing Inspection

- Maintaining onsite copies of all documents uploaded during the application process will assist in verification at the pre-licensing inspection.
- Before a program begins providing care to children, ensure the physical environment is thoughtfully prepared, safe, and fully compliant with all licensing requirements. A well-organized and developmentally appropriate space not only supports regulatory compliance but also enhances the quality of care and learning experience for children.
- Assemble all age-appropriate equipment and materials and have them arranged and ready for use prior to the inspection. Having these items easily accessible to children and strategically placed will promote engagement, independence, and exploration. Equipment includes a wide range of items—from toys, tables, and chairs to diaper changing stations, trash receptacles, dishes, and cleaning supplies. When thoughtfully designed, a well-equipped classroom can function as an additional teacher, supporting the daily flow, fostering engagement, and enriching the learning environment. The licensing specialist will verify you have enough materials and equipment to adequately care for the number of children expected on the first day of operation. If this number is different than the number submitted on your initial application, the change in the number at opening will be documented in the pre-license inspection report.
- Before a school child program welcomes its first group of children, it should be fully prepared to operate as if opening day were already underway. This level of readiness reflects not only compliance with licensing requirements but also a deep commitment to safety, organization, and professionalism.

Ongoing Inspections

Best Practice

- Keep all documentation current and complete.
- Verify staff are connected to your program in the Ohio Professional Registry.
- Verify that the required background checks have been completed for all staff.
- Proactively address environmental and safety hazards.
- Confirm that all spaces in use are approved and compliant.
- Arrange toys in an orderly manner, clearly label activity areas, and have materials easily accessible to children. Each classroom's daily schedule should be posted and visible, allowing all staff and families in that classroom accessibility to the group's daily routine. All classroom spaces should reflect thoughtful planning and readiness. The licensing specialist will be mindful of children's curiosity and exploration, which will lend flexibility to the program implementing their daily schedule.
- Have a supply of forms available for immediate use. These may include:
 - Attendance logs
 - Enrollment forms
 - Incident reports
 - Medication administration forms
 - Health Care Plans
 - Menus
- A separate licensing binder may be assembled to streamline inspections. The binder may include:
 - Annual fire inspection reports

- Quarterly drills
- COO or other building approval
- Emergency preparedness and response plan (EPRP) including staff training and annual reviews
- Parent handbook
- Food service license (or exemption letter)
- To ensure transparency and accessibility, designate a location for displaying the following items for parents and staff:
 - Menu
 - License posted in a conspicuous place (once licensed)
- In each classroom, find a noticeable location to display:
 - Emergency phone numbers
- Outdoor areas will be inspected for compliance with square footage requirements, that it is well defined to protect children from traffic or animals and well drained for overall safety. The space must be free of hazards and debris. If outdoor play equipment is used, check to see that it is age-appropriate equipment prior to it being purchased and installed. Check all permanent structures to be free of hazards.

Forms and Documents Used to Demonstrate Compliance

- Programs are encouraged to use sample forms provided by DCY. If using program-created forms, include all required information specified in the licensing rules. You can submit program-created forms to your licensing specialist for technical assistance prior to using your forms. When a rule references a specific form number, that form must be used. The program is permitted to use electronic forms so long as compliance is able to be maintained. This includes capturing electronic signatures.
- If certain items cannot be observed during the inspection, licensing specialists will ask questions to determine whether the program is meeting compliance.

Common Non-Compliance(s)

- Individuals used to meet ratio or left alone with children did not have a current profile in the OPR (Ohio Professional Registry)
- Outdoor play areas lacking protective surfacing, increasing risk of injury
- Building issues such as loose stair railings, chipped/peeling paint
- Improper storage of chemicals on low shelves or stacked chairs creating unsafe conditions
- Incomplete first aid kits or expired documents
- Broken or damaged toys/equipment that pose physical risks
- Required postings not displayed as mandated

Resources

- [Background Checks | Ohio Department of Children and Youth](#)
- [Find a Public Children Services Agency](#)
- For questions about a background checks for programs accepting Publicly Funded Child Care, email CCBackgroundCheck@childrenandyouth.ohio.gov
- [Local Child Care Resource & Referral Agency](#) 1-877-547-6978
- [Ohio Attorney General](#)
- [Online Tutorial | Ohio Professional Registry](#)

Assessment/Monitoring Approach

Observations	• Rooms and spaces, including the outdoor play space, will be measured during the pre-licensing inspection or when newly added. • All spaces used by or accessible to children, including hallways, classrooms, gyms, cafeterias, bathrooms, and indoor/outdoor play areas, will be observed for compliance. Rooms actively in use will be observed and compared to building approvals to confirm they are authorized for program activities. • In addition to the equipment and setup, the licensing specialist will observe the environment in general. They will also look for items such as a first aid kit and cleaning and sanitizing supplies.
Interviews	• During the pre-licensing inspection, the licensing specialist could discuss rules that are unable to be observed, such as how the program plans to maintain ratio and supervision, how the program plans to ensure all proper medication documentation and children files are obtained prior to first day of care, etc. • The licensing specialist may ask what forms or documents will be used to gather required information for child and staff files.
Documentation Review	• Background checks on file • Staff documentation (verification of education, OPR requirements, required training, and staff orientation).
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The program's license is not posted in a visible and conspicuous location as required.

Denial and Revocation

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-10 (U-Y)
Desired Outcome
Licensed programs operate in compliance with licensing rules and regulations to ensure the health, safety, and wellbeing of the children in care at all times. Denial and revocation actions are taken to protect children when programs are not operating and complying with the licensing rules and regulations.
Guidance for Demonstrating Compliance
• Operate in compliance with the OAC. • Children enroll and attend the center.

• Establish and maintain strong systems of administrative organization and health and safety practices. • Use the technical assistance calls and visits that are offered. • Maintain open communication and a partnership with your licensing specialist. • Provide truthful and accurate information to your licensing specialist. • Review documents submitted by staff and families for misrepresentation or alteration. • Submit CAPs that fully address the non-compliances by the due date.	
Common Non-Compliance(s)	
• History of non-compliances • Failure to correct non-compliances • Providing false and misleading information • Serious incident(s), injury, or death of a child • Ownership ineligibility • Denying access to DCY staff	
Resources	
• School-Based Preschool and School-Age Licensing Department of Children and Youth	
Assessment/Monitoring Approach	
Observations	• Not applicable
Interviews	• Not applicable
Documentation Review	• Inspection reports • Compliance history • CAP history
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Emergency Preparedness and Response Plan (EPRP)

5180:2-19-09 | Policies and procedures, recordkeeping and administration

Rule 5180:2-19-09 Policies and procedures, recordkeeping and administration	
Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-09 (E)(1), (2) & (3)	
Desired Outcome	
Plans are in place to protect children and staff during any type of disaster or emergency. Emergencies can unfold rapidly. A written plan ensures staff know exactly what to do to safeguard every child, especially those who may need additional support due to age or ability.	
Guidance for Demonstrating Compliance	

• The EPRP should be available to review and utilize if the need arises. However, it is best for the plan to not be posted or available to parents or other external audiences because it contains information regarding sheltering in place and evacuation locations. Posting the EPRP could tell someone who is endangering the people in your program where they can be located. • Programs can work with their local law enforcement agencies for assistance when creating the EPRP. • Regularly check and update phone numbers included in the EPRP in the event they have changed. • Conduct emergency drill practice at least once per quarter during the school year and at least once during the summer program. • Practicing how to evacuate or shelter-in-place will help staff and children know what to do should an emergency ever happen at your program. Being able to respond quickly and appropriately helps keep staff and children safe. • Include the date, time, and type of drill completed to provide written evidence the drills occurred. To ensure that you do not miss drills, set electronic or paper calendar reminders for each required quarter's drills. Holding drills at varying times will ensure that all staff and children can practice the procedures, while this is not a requirement of the rule, it is best practice and helps keep everyone safe if an unexpected event occurs.
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Common Non-Compliance(s)

• The EPRP plan is not available on-site, incomplete, and does not align with the requirements outlined in OAC 5180:2-19-09 (E). • Program does not update the EPRP, as needed. • Program does not train staff members annually, and staff are unaware of where the EPRP is located. • There is no documentation that children participate in drill practice at least once per quarter during the school year and at least once during a summer program.

Resources

• Ohio State Fire Marshal Ohio Department of Commerce • Fire Department Listing • Emergency Preparedness Child Care Technical Assistance Network • Emergency Preparedness, Disaster Response, and Recovery Child Care Technical Assistance Network

Assessment/Monitoring Approach

Observations	• Not applicable
Interviews	• The licensing specialist may ask questions regarding the plan or ask for clarification.
Documentation Review	• On-site plan • List of trained staff
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The program has not completed quarterly drills as required.

First Aid Supplies

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety	
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws	
Rule Reference	
Rule 5180:2-19-03 (G)	
Desired Outcome	
Programs have sufficient first aid supplies available for emergency situations.	
Guidance for Demonstrating Compliance	
- First aid supplies are always readily available when the program is in operation. - Licensing specialists will assess the program's first aid kit to see that the kit contains, at a minimum, band-aids, gauze squares, adhesive tape, instant ice pack, disposable non-latex gloves and a working digital thermometer. Other suggested items include gauze rolled bandage, triangular bandage, rounded end scissors, pocket mask or face shield for Cardiopulmonary Resuscitation (CPR) that is appropriate for all ages of children in care, working flashlight, sealable leak proof plastic bags to store materials soiled with blood or bodily fluids, tooth preservation system or chilled milk for school-age children, tweezers, hand sanitizer, and bottled water. - Staff regularly review and restock first aid supplies. - Staff monitor expiration dates and promptly replace any expired or damaged items. - Staff routinely test battery-powered equipment, such as flashlights and thermometers, and replace batteries as needed to ensure proper function. - Take first aid supplies on all field trips.	
Common Non-Compliance(s)	
- There are no first aid supplies, - First aid supplies are not readily available due to locked cabinets, cluttered storage, or poor visibility. - Program does not take first aid supplies on all field trips.	
Resources	
Find Local Health Districts Ohio Department of Health	
Assessment/Monitoring Approach	
Observations	The licensing specialist will observe first aid supplies and location of the first aid kit.
Interviews	Not applicable
Documentation Review	Not applicable
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: First aid kit is missing items as required.

Food Service License and Exemption

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-10 (B)(2)(c)
Desired Outcome
Programs who intend to provide meals and/or snacks are doing so in a safe and hygienic manner in accordance with their local health department requirements.
Guidance for Demonstrating Compliance
- Food preparation and service within school child programs are subject to specific definitions and licensing requirements under Ohio law. According to ORC 3717.01, “serving food” is defined as responding to an order for one or more individual portions of food that are ready to eat without the need for additional washing, cooking, or preparation. This definition helps clarify which activities fall under regulated food service and which do not. Programs who plan on serving food would reach out to their local health department to determine if they require a food service license. “Prepared” food refers to any food that has been altered in any way beyond simply receiving it or keeping it at its original temperature. Even minimal handling, such as slicing, mixing, or assembling, qualifies as preparation. - Programs that do not plan to prepare or serve food can submit verification of exemption, confirming that they are not engaging in regulated food service activities. This exemption allows programs to operate without a food service license, provided they do not alter or serve food in a way that meets the legal definition of preparation or service. - Programs that do prepare or serve food require a current and valid food service license. This license will reflect the appropriate level of approval based on the type of food handling involved. There are multiple levels of food service licenses, each permitting different scopes of activity from basic serving to full meal preparation. Local health departments are the primary resource for determining which license level is appropriate and for answering questions about licensing requirements or limitations.
Common Non-Compliance(s)
- The program serves food to more than 13 children without holding a valid food service license. In such cases, operating under an exemption is not permitted, and failure to obtain the appropriate license can result in a non-compliance. - The food service license is expired, issued to a different entity, or lists an incorrect facility address. - The program attempts to operate under a food service license issued to another organization at the same location without written permission from the organization. - The program serves food prepared by a vendor without holding a valid food service license.
Resources
Find Local Health Districts Ohio Department of Health Food Safety Certification Ohio Department of Health
Assessment/Monitoring Approach

Observations	The licensing service specialist will review the food service license or exemption at the time of application and during inspections.
Interviews	The licensing specialist may ask additional questions about any discrepancies in the documentation.
Documentation Review	- Food service license - Food service exemption
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The program did not renew their food service license timely as required but demonstrates verification the renewal was submitted.

Guidance and Management

5180:2-19-08 | Child guidance

Rule 5180:2-19-08 Child guidance
Rule 5180:2-19-08 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-08 (A), (B), (C)(1) &(2)
Desired Outcome
Program guides children in licensed school child programs using positive, developmentally appropriate techniques that foster emotional growth, social skills, and self-regulation, while ensuring transparency and collaboration with families.
Guidance for Demonstrating Compliance
- Create a comprehensive written child guidance policy and keep it on file at the program for review. - Conduct orientation and ongoing training on appropriate and allowable discipline techniques, including, but not limited to: - Child development - Developmentally appropriate discipline - Prohibited practices (corporal punishment, humiliation, isolation) - Responses in real-time using approved techniques - During training, you can utilize videos, role-playing, and case studies to reinforce best practices. - Provide staff with resources to understand developmentally appropriate behavior for the age groups they will be caring for. - Give new staff members an opportunity to work with experienced staff so they can observe and learn techniques to manage behavior. - Create a culture where staff feel comfortable and know it is acceptable to call for assistance when challenging behavior occurs.

- Conduct classroom observations regularly and at different times throughout the day, such as early morning, late afternoon, arrival/departure, mealtime, outdoor play, small/large group activities, and free choice time.
- Model appropriate guidance and management techniques during observations and classroom visits.
- Stay engaged with staff. Everyone has challenges in their lives that can cause stress or frustration. Poor sleep, anxiety, and other concerns can cause staff to lose their patience and react in ways they normally wouldn't when children misbehave. Keep a pulse on how staff are feeling and offer breaks or step in to assist to allow the staff to regain control before they use prohibited guidance and management techniques.
- If possible, provide extra staff to assist in groups with challenging behaviors.
- Provide a confidential way for staff to report to administrative personnel if they observe other staff using inappropriate guidance and management techniques.
- Provide opportunities for staff to create environments that minimize "no," and offer opportunities for children to calm themselves and safely explore, investigate, and discover.
- Provide staff training on how to complete running records, anecdotal notes, and incident reports concerning child behavior. The notes should document the observed behavior, child guidance techniques used, how the child responded, and any follow-up conversations with the child and parent. The notes gather should include how to promote positive behavior from the child.
- Train staff on appropriate local referral contacts to support the needs of children and families. When appropriate, support families by connecting them with referred agencies.
- Before implementing a behavior plan, use inclusive practices, recognize the importance of parent consultation, and follow the steps you outline in your policy. This way, all children are treated equally and fairly when dealing with behavior issues.
- With parental permission, consult with local behavior specialists, coaches, or agencies to receive guidance and assistance to both staff and families, as necessary.
- Maintain updated records that include developmental milestones, behavioral strategies, medical needs, and parental preferences.
- Document how your program follows individualized plans, including accommodations and support strategies.
- When staff interact with children during play and routines, practice responsive engagement by redirecting behavior and offering support as needed.
- Conduct parent meetings, and keep good documentation. Schedule a meeting with the parent to discuss the child's behavior and proposed interventions, and use a standardized behavior management plan template that includes:
 - Description of the behavior
 - Intervention strategies
 - Goals and expected outcomes
 - Monitoring and review schedule
- Ensure the parent signs the plan to confirm understanding and consent.
- Keep signed copies of the behavior management plan in the child's file.

Common Non-Compliance(s)

- Staff use prohibited techniques when managing a child's behavior.
- There is inappropriate use of separation, such as an infant being put in time-out or an older child being put in time-out for longer than one minute per each year of the child's age.

• Program does not follow the behavior plan. • There is not a written behavior plan. • Program implements a behavior plan without consulting the parent and obtaining their signature. • The program expels a child for behavioral reasons, but the incident is not reported in the statewide licensing system.	
Resources	
• Childhood Trauma Ohio Department of Children and Youth • Bullying and Trauma Facts Ohio Department of Children and Youth • Ohio Children's Trust Fund Ohio Department of Children and Youth • Positive Parenting Program - Triple P Ohio Department of Children and Youth. <i>This free statewide initiative provides online and in-person training for parents and caregivers. It helps build communication skills and encourages collaborative behavior planning between families and providers.</i> • Behavior Management Training Ohio Professional Registry • National Association for Education of Young Children • Holliston Pediatric Group – Parent Guide for Disruptive Behavior. <i>A downloadable guide that explains behavioral parent training (BPT), useful for educating families and supporting consistent behavior interventions.</i>	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will observe teacher/child interactions in the classroom.
Interviews	• The licensing specialist may ask questions regarding techniques used during an inspection or complaint investigation.
Documentation Review	• Behavior management plans, if applicable • Program's written child guidance policy
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Handwashing

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03(E)(3)
Desired Outcome

Children and staff in licensed programs stay healthy by washing their hands properly and at the appropriate times. Handwashing helps stop the spread of germs that can cause illness. The goal is to keep everyone safe and well by making handwashing a regular, simple part of the daily routine.

Guidance for Demonstrating Compliance

- To support handwashing compliance, make sure staff are familiar with the requirements. Posting signs near sinks or handwashing stations can serve as friendly reminders throughout the day.
- Keep soap and paper towels stocked and within easy reach to encourage consistent hygiene practices. Handwashing is especially important during transition times, such as before eating or serving food, and after diapering, toileting, or helping with bodily fluids.
- Children learn the proper steps for handwashing through hands-on teaching and by watching adults model good habits. Visual tools like step-by-step charts or auditory aids such as timers can make the process more engaging and easier to follow.
- Techniques should match each child's developmental level. For example, if a child isn't able to stand at a sink, using a soaped paper towel followed by a rinse can be a safe and effective alternative.
- Handwashing should be incorporated into daily routines to help promote healthy habits and to help the program demonstrate compliance with the rule requirements.

Common Non-Compliance(s)

- Handwashing does not occur prior to food service.
- Handwashing sinks do not conform to the Ohio plumbing standards of division 4101:3 of the OAC.

Resources

- [About Handwashing | Centers for Disease Control and Prevention](#)
- [Find Local Health Districts | Ohio Department of Health](#)

Assessment/Monitoring Approach

Observations	• The licensing specialist will observe if staff and children wash their hands during the times and situations required in rule.
Interviews	• The licensing specialist may ask questions about handwashing if it is not observed.
Documentation Review	• Not applicable
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Health and Safety Trainings

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 | Staff obligations and ratios

[Rule 5180-32-03 - Ohio Administrative Code | Ohio Laws](#)

Rule Reference
5180-32-03(M)
Desired Outcome
Completed health and safety training ensures staff are properly prepared to provide a safe and healthy environment for children.
Guidance for Demonstrating Compliance
- Administrator develops a tracking system to ensure all school child program staff members complete the required health and safety trainings. Suggested tracking systems include: - Checklist - Excel spreadsheet - White board in the administrator's office - Posted chart of training completion and expiration dates for each staff member - Calendar reminders for staff to complete or renew training - Ensure that first aid and cardiopulmonary resuscitation (CPR) trainings are appropriate for the age and developmental levels of children in care and the training meets course and trainer requirements. - To be eligible to be an Emergency Medical Services (EMS) instructor, an individual must have held a current and valid EMS provider, Firefighter, and/or Fire Safety Inspector certification(s) for at least five of the last seven years and may only teach in the respective discipline(s) in which a current provider credential is held. - When scheduling CPR training, verify it includes an in-person skills component and is appropriate for the ages and developmental levels of children in care. Virtual skills assessment is not considered an in-person training component. - Completed training verified in the OPR is acceptable for any health and safety training. The DCY 01276, training cards, or certificates may be used to document completed training in first aid or CPR. - If staff have completed a training and it is documented on the DCY 01276, check to make sure all boxes or sections of the form applicable to the training have been completed. - When scheduling staff for training, it is best practice to verify the topic is a category listed in rule and the trainer meets the trainer qualifications. Consider having documentation on file to verify that a training meets the rule requirements. - Example: a printout from the training organization's website or a syllabus provided by the trainer. If clear documentation is not on file, the licensing specialist may conduct their own research to verify compliance.
Common Non-Compliance(s)
- Staff do not complete the required health trainings within the required time period. - Trainer qualifications are not verified, or the trainer does not meet the qualifications. - Training is expired. - Program cannot verify health trainings. Documentation is not on file nor verified in the OPR. - CPR training has no in-person component. - First Aid and/or CPR training is not appropriate for age group of children in care. - Management of Communicable Disease training does not meet the requirements described in appendix A to rule 5180:2-12-10. - Child Abuse and Neglect Training does not meet the requirements described in appendix A to rule 5180:2-12-10.

A school program staff member with current valid first aid and CPR training was not readily available during field trips.	
Resources	
DCY 01276 Health Training Documentation for Child Care How to Find Training Search OCCRRRA	
Assessment/Monitoring Approach	
Observations	Not applicable
Interviews	The licensing specialist may contact the trainer if they have questions or concerns about a training document.
Documentation Review	OPR and/or required training documentation
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: Staff have not completed health and safety training as required.

Incident Reporting

5180:2-19-05 | Child information

5180:2-19-08 | Child guidance

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-05 Child information	
Rule 5180:2-19-10 Licensure and monitoring	
Rule 5180:2-19-05 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-08 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-05 (C) 5180:2-18-08 (C)(3)(a) &(b) 5180:2-19-10 (S)&(T)	
Desired Outcome	
Program notifies families and DCY of reportable incidents and injuries in a timely manner. Incident reports promote a necessary, open exchange of information between families and the provider. Incident reports to DCY assist in data collection and provide an organized view of health and safety within programs. The effective maintenance of an incident reporting system is essential to incident and injury prevention and control, ensuring a safer environment for children in care.	
Guidance for Demonstrating Compliance	
Provide a copy or electronic equivalent of a completed DCY 01299 “Incident/Injury Report for Child Care” form or a form that is equivalent in content to the parent or the person picking up the child on the day of the incident.	

- The questions below can help determine if you need to complete an incident report. If you answer “yes” to any question, complete an incident report.
 - Did an illness or injury require first aid treatment?
 - Was a child transported to a source of emergency assistance?
 - Did the child receive a bump or blow to the head?
 - Did an unusual or unexpected incident occur which jeopardized the safety of a child or staff member, such as a child leaving the center unattended, a vehicle accident with or without injuries, or exposure of children to a threatening person or situation?
- Report serious incidents to DCY in the Ohio statewide licensing system by the next business day.
- The questions below can help determine if the incident qualifies as a serious incident that needs to be reported to DCY in the statewide licensing system. If you answer “yes” to any question, report the incident needs to DCY by the next business day.
 - Did a child pass away while at the program?
 - Did the incident involve a serious risk non-compliance as defined in this rule?
 - Was a child expelled from the program for a behavioral reason?
 - Did a school child staff member who had reasonable cause to suspect that a child had been abused or neglected make a report to PCSA in accordance with section 2151.421 or the Revised Code?
 - Did the incident, injury, or illness result in professional medical consultation or treatment?
 - This includes, but is not limited to, trips to the doctor, dentist, and emergency room.
 - Did the incident jeopardize the safety of a child, staff, or program employee?
 - This includes, but is not limited to, a vehicle accident while transporting children, an illness that requires reporting to the local health department, and a violence threat to the program.
- If an incident needs to be reported to DCY, the program can print the form from the system and provide a copy to parents in place of the DCY 01299.
- It’s a good idea to give the administrator’s designee access to the statewide licensing system so serious incidents can be reported if the administrator is on vacation or otherwise unavailable.
- Have a plan for who will accompany a child if they must be transported for emergency treatment, so everyone is prepared if the unthinkable happens. Remember a copy of the child’s health and medical records will need to be taken with the child so first responders have access to information to help safely treat the child.

Common Non-Compliance(s)

- The DCY 01299 is missing or incomplete for an incident, injury, or illness that requires one.
- Information on incident report is missing or incomplete.
- Program does not provide a copy of the DCY 01299 or equivalent form to the person picking up the child on the day of the incident.
- Program does not submit a serious incident report in the statewide licensing system by the next business day.

Resources

• DCY 01299 Incident-Injury Report for Child Care • Submit Serious Incident Report Job Aid for Statewide Licensing System	
Assessment/Monitoring Approach	
Observations	• Not applicable
Interviews	• The licensing specialist may ask questions about how the program completes the DCY 01299 or equivalent and reports serious incidents. • The licensing specialist may ask if the program had a child transported for emergency treatment. If so, they may ask for a copy of the child's health and medical records, and who stayed with the child.
Documentation Review	• DCY 01299 forms or equivalent • Serious incident reports submitted in the statewide licensing system
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The program completed the DCY 01299 or equivalent; however did not include supplemental information not related to the incident as required.

Indoor Space

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03 (B)
Desired Outcome
Children in licensed programs have enough space within the program to move and explore freely. Program receives approvals for calculation of occupancy, availability, and safety prior to use.
Guidance for Demonstrating Compliance
• Indoor space meets minimum requirements of 35 square feet per child. The licensing specialist will measure the usable floor space in each approved room or area where children will receive care to calculate the square footage. The licensing specialist will total the square footage from each room or area to determine the license capacity for the program. • If a program operates in a shared space, such as a school cafeteria, gym, or a church fellowship hall, the program may need to assign a back-up space if there are occasions when they may not use the space.

- If subdividing spaces, consider if the dividers that will be used are easy to clean, made of non-porous materials, and reduce the usable space per child. Check with local entities such as the state fire marshal or local building department to make sure that the dividers meet any requirements that are in place. - Space will be available for equipment storage and children's belongings. Examples include laundry baskets, cubbies, or hooks on the wall.	
Common Non-Compliance(s)	
- There is not enough usable space for the number of children physically present. - The program does not have designated space for equipment storage and children's belongings.	
Resources	
Not applicable	
Assessment/Monitoring Approach	
Observations	- The licensing specialist will count the children physically present in each space. - The licensing specialist will observe space for storage of equipment and children's belongings.
Interviews	Not applicable
Documentation Review	- Building inspection and/or room measurements - Floor plans
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: - The program did not have exclusive use of an indoor space as required. - The program did not have appropriate storage space for children's belongings as required.

Management of Communicable Disease

5180:2-19-07 | Management of communicable disease

Rule 5180:2-19-07 Management of communicable disease
Rule 5180:2-19-07 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-07 (A), (B) & (C)
Desired Outcome
There is proper care and release of sick children. Staff have knowledge of signs and symptoms of illness.
Guidance for Demonstrating Compliance
- Order and post a DCY 08087 "Communicable Disease Chart" from DCY Forms Central to follow the exclusion, control, and reporting requirements set by ODH. - Observe children daily as they enter the group to recognize the common signs of communicable disease and other illnesses.

• Report communicable diseases to your local health department as directed on the Communicable Disease Chart. • Determine the system your program will use to notify parents when their child has been exposed to a communicable disease. Some commonly observed examples include sending a note home with each child, posting a notice in a visible location for each classroom experiencing the illness, and sending a notification through an electronic system or email. • Identify a space where children showing signs or symptoms of illness can rest comfortably until they can be picked up. The space needs to keep the ill child away from the other children to help prevent spreading the illness. When selecting a space, consider how to maintain supervision. • Launder all linens and blankets used by an ill child before another child uses them. • Disinfect cots, mats and beds or other equipment after use by an ill child. • It is important to have substitutes or extra staff members available at the program so staff members displaying signs of illness can be immediately released from duty to protect the health and safety of all individuals within the facility.

Common Non-Compliance(s)

• There is not an isolated area for sick children. • Isolated children are not within sight or hearing of a staff member. • There is not a person on-site who is trained to recognize the common signs of communicable diseases or other illnesses when children enter the group. • Program does not report exposure to a communicable disease to the local health department. • Program does not notify parents of exposure to a communicable disease. • Program does not properly release ill children or staff. • Program does not launder linens and blankets used by an ill child before another child uses them. • Program does not disinfect cots, mats and beds used by a sick child prior to another child using them. • The DCY 08087 was not posted in a location readily available to parents, school child program staff members and employees. • The DCY 08087 is not displayed in the size available in the ODJFS forms central.
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Resources

• DCY 08087 Communicable Disease Chart • Communicable Disease Training Ohio Professional Registry • Find Local Health Districts Ohio Department of Health • Communicable Disease Agency (e.g., Centers for Disease Controls and Prevention)
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Assessment/Monitoring Approach

Observations	• The licensing specialist will observe if communicable disease exposure notifications are visible and if the program has an area where ill children can be isolated.
Interviews	• The licensing specialist may ask questions regarding the program's process for releasing an ill child or staff member, notifying parents of an exposure to a communicable disease, and isolating ill children until they are released.
Documentation Review	• Policy Handbook

	- Communicable disease exposure notices - DCY 08087 Communicable Disease Chart
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: - The program did not properly isolate or discharge a child as required. - The program did not notify the parents of an exposure to a communicable disease as required. - The DCY 08087 “Communicable Disease Chart” is not posted or current as required.

Operating Under a Provisional License

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 Licensure and monitoring	
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-10 (I)&(W)(1)(c)	
Desired Outcome	
The program completes its provisional period of 12 months without revocation and seamlessly converts to a continuous license by meeting all regulatory requirements, demonstrating operational stability, program compliance, and leadership readiness.	
Guidance for Demonstrating Compliance	
- Operate in compliance with the Ohio Administrative Code. - Have children enrolled and attending the center. - Establish and maintain strong systems of administrative organization, and health and safety practices. - Take advantage of the technical assistance calls and visits that are offered. - Maintain open communication and a partnership with your DCY licensing specialist.	
Common Non-Compliance(s)	
Program fails to respond to non-compliance.	
Resources	
N/A	
Assessment/Monitoring Approach	
Observations	The licensing specialist will conduct at least one full provisional inspection and additional inspections as needed.
Interviews	Not applicable
Documentation Review	CAPs

	• Accumulated non-compliances • Required rule documentation
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Outdoor Space

5180:2-19-03 | Indoor and outdoor health and safety.

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03 (C) & (D)
Desired Outcome
Children in licensed programs have safe, accessible, and age-appropriate outdoor spaces where they can play, explore, and be active every day. The outdoor areas give children enough room to move around freely, be protected from harm, and have materials and equipment that match their developmental needs.
Guidance for Demonstrating Compliance
• It is essential to train staff to assess the outdoor space. They should know how to spot issues that pose a risk to harm children such as protruding nails or screws, broken equipment, or environmental hazards. Every day, before the play space is used by children, it is a good idea to walk the space to check for potential hazards. With a proactive approach and clear responsibilities, outdoor areas can remain safe, welcoming, and compliant with the rule. Consider the following: ○ Are there any hazards within traffic patterns such as tree roots that stick out of the ground high enough to present a tripping hazard? ○ Were any unsafe items or trash left on the playground since the last time it was used? • The program needs to determine how they will protect children from sunburn and long-term skin damage. Consider the following: ○ Does the outdoor play space provide shade? It may come naturally from trees, buildings, or built structures like overhangs or awnings. ○ Will children be required to wear protective clothing such as hats and long sleeves when outside, or will sunscreen be administered prior to outdoor play? • Design the play space to protect children from traffic, animals, and other hazards. • The program trains staff to give children access to restrooms. This may require an additional staff member to be present or a way to communicate with staff inside the building.

• Provide safe, age-appropriate equipment that promotes large muscle development in adequate amounts for the group size. • Check equipment for openings that may cause body part entrapment. • Check the surface of the outdoor play space for drainage and protection from falls. • Train staff on playground capacity, so they know how many children may use the space at a time. If the space is not large enough to accommodate an entire group at once, smaller groups of children should take turns using it. • For programs operating three or more hours a day, the outdoor play space needs to be available and scheduled for use. • Some off-site areas, such as parks, may not have accessible bathroom facilities year-round. When an off-site space no longer meets the requirements, your program must find a new space that does meet the requirements. Be sure the distance and means to access off-site play spaces is developmentally appropriate.	
Common Non-Compliance(s)	
• The outdoor play space is not well defined and does not protect children from traffic, animals and hazards. • Outdoor equipment is not stable, age-appropriate, hazardous, or has openings that may cause entrapment. • Program does not empty trash on the playground and in the bins daily. • Program does not protect children from sun exposure. • The route to the off-site play space is unsafe or not developmentally appropriate. • The surface of the outdoor play space is not well drained and/or has no protection from falls. • Outdoor play space is not regularly available and scheduled for use for programs operating three or more hours per day. • The program does not provide equipment that promotes large muscle development in adequate amounts for the group size. • The program did not protect children from harm while using exempted on-site or off-site play spaces. • Bodies of water eighteen inches or more in depth will be fenced or inaccessible to children when adult supervision is not available.	
Resources	
• Playground Safety National Recreation and Park Association • Playground Safety National Safety Council • The Consumer Product Safety Commission. <i>This website has extensive information related to playground safety.</i>	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will measure the outdoor play space during the pre-licensing inspection or when the program adds a new outdoor space. • The licensing specialist will observe the surface of the outdoor play space to ensure it is well drained and offers protection from falls.

	• The licensing specialist will observe bodies of water eighteen inches or more in depth to ensure they are fenced or otherwise made inaccessible to children when supervision is not available. • The licensing specialist will observe an off-site play area, if applicable, to ensure rule requirements are met. • The licensing specialist will observe outdoor equipment to ensure there is an adequate amount for the group size and that it promotes large muscle development. • When considering an off-site play space, remember the distance and means to access the off-site play space must be safe and developmentally appropriate. Consider the following: ○ how close the playground or park is to the program, ○ exposure to traffic, driveways, or parking lots, ○ sidewalk availability, ○ physical hazards and crossings, ○ use of strollers and wagons • When an off-site space no longer meets the requirements, your program must find a new space that does meet the requirements. • The licensing specialist will not inspect on-site or off-site outdoor play spaces that are regulated by another state or local agency (such as school playgrounds). However, through interview and/or observation, the specialist will assess whether children are protected from harm while using exempted play spaces, including but not limited to, protection from traffic and animals, prevention of access to bodies of water, and adequate sun protection for all children.
Interviews	• The licensing specialist may ask questions regarding use, regular outdoor play, sun protection, and access to an off-site play space.
Documentation Review	• Not applicable
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The program did not provide equipment that promotes large muscle development in adequate amounts.

Pre-Licensing Inspection

5180:2-19-10 | Licensure and monitoring

Rule 5180:2-19-10 | Licensure and monitoring

[Rule 5180:2-19-10 - Ohio Administrative Code](#) | [Ohio Laws](#)

Rule Reference

5180:2-19-10 (C)(2)

Desired Outcome

Program meets all regulatory requirements, protects children from harm, secures the environment, and is equipped to deliver high-quality care.

Guidance for Demonstrating Compliance

- Maintain copies of all documents uploaded during the on-site application process to assist pre-licensing inspection verification.
- Before a program begins providing care to children, prepare the physical environment to be safe and fully compliant with all licensing requirements. A well-organized and developmentally appropriate space not only supports regulatory compliance, but it also enhances the quality of care and learning experience for children.
- Assemble, arrange, and ready all age-appropriate equipment and materials for use prior to the inspection. Having these items easily accessible to children and strategically placed will promote engagement, independence, and exploration. For guidance on recommended activities and projects, refer to OAC 5180:2-19-04. Equipment includes a wide range of items such as toys, tables, chairs, trash receptacles, dishes, and cleaning supplies. When thoughtfully designed, a well-equipped classroom can function as an additional teacher, supporting the daily flow, fostering engagement, and enriching the learning environment. The licensing specialist will verify you have enough materials and equipment to adequately care for the number of children expected on the first day of operation. If this number is different than the number submitted on your initial application, the change in the number at opening will be documented in the pre-licensing inspection report.
- Before a school child program welcomes its first group of children, it should be fully prepared to operate as if opening day were already underway. This level of readiness reflects not only compliance with licensing requirements, but a deep commitment to safety, organization, and professionalism.
- Prior to the pre-licensing inspection, post all required postings.
- Prior to the pre-licensing inspection, prepare complete first aid kits.
- Complete staff files according to the rule requirements for review at the pre-licensing inspection.
- Prior to the pre-licensing inspection, access the organization dashboard in the OPR to ensure all staff are listed.
- Be sure all staff program have completed background checks.

Common Non-Compliance(s)

- One of the most frequent challenges during the school child program pre-licensing process involves staff verification and documentation. A single missing role or incorrect form can significantly delay application approval. For example, when submitting background check results, school child programs contracted to provide PFCC services must use the DCY 01176, not DCY 01177. Using the wrong form, reason code, or failing to reprint after fingerprint rejection can derail the process.
- On OCCRR, administrators are responsible for verifying employment for each staff member to ensure they are properly connected to the program. The verified staff will appear on the employee record chart during the pre-licensing inspection. For programs accepting PFCC (Publicly Funded Child Care), It's essential that staff include the correct program number when submitting background check requests so results are accurately linked and visible on the OPR dashboard.

- During inspections, several common safety hazards often emerge, including:
 - Outdoor play areas lack protective surfacing, increasing risk of injury.
 - Outdoor play equipment has rust, cracks, holes, splinters, sharp points, edges, protruding bolts, or tripping hazards.
 - Outdoor play equipment is not age-appropriate or has openings that cause body part entrapment.
 - Furniture, equipment, and supplies are not appropriate for the age and size of the children who use them and are not free from hazards.
 - Electrical hazards are within children's reach.
 - Broken or damaged toys and equipment that pose physical risks.
- Program does not display required postings as mandated.

Resources

- [Checks | Ohio Department of Children and Youth](#)
- [Tips for Outdoor Play Spaces | Ohio Department of Children and Youth](#)
- For questions about a background check, email CCBackgroundCheck@childrenandyouth.ohio.gov
- [Family and Customer Support Center | Ohio Department of Children and Youth](#) or 1-844-234-KIDS (5437)
- Statewide Licensing System Technical Support 844-234-KIDS (5437)
- [Online Tutorial | Ohio Professional Registry](#)
- [Ohio Attorney General](#)
- [Local Child Care Resource & Referral Agency](#) 1-877-547-6978

Assessment/Monitoring Approach

Observations	• The licensing specialist will measure rooms and spaces, including the outdoor play space, during the pre-licensing inspection or when it is newly added. • The licensing specialist will observe all spaces used by or accessible to children including, hallways, classrooms, gyms, cafeterias, bathrooms, and indoor/outdoor play areas for compliance. Rooms actively in use will be observed and compared to building approvals to confirm they are authorized for school-age activities. • The licensing specialist will observe the environment, equipment, and classroom setup. They will also look for items such as a first aid kit, cleaning and sanitizing supplies, spaces designated to children's personal belongings, required postings, and safety hazards. • The licensing specialist will observe the outdoor play spaces not regulated by another state or local agency to ensure requirements are met.
Interviews	• The licensing specialist may ask questions about rules that are unable to be observed, such as how the program plans to maintain ratio and supervision, ensure all proper medication documentation, and obtain children files prior to first day of care.

	The licensing specialist may ask what forms or documents will be used to gather required information for children's files, staff files, and transportation plans.
Documentation Review	- Background check or DCY 01176 - Required staff documents - Building inspection - Fire inspection - Food service license or exemption
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Professional Development

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180-32-03 (H)(6), (I), (J), (K) & (L)
Desired Outcome
There is ongoing training and professional development for early childhood professionals. Staff training is vital because it directly affects the quality of care, staff satisfaction, and the ability to promote a positive learning environment for children and youth. Studies show that continued learning helps staff improve their skills, avoid burning out, and create a more stable environment for young people.
Guidance for Demonstrating Compliance
- Administrator develops a tracking system to ensure administrators and staff members complete the required hours of professional development each fiscal year. - Professional development is to be in one of the following areas: child development or early childhood education, Ohio approved professional development training, or health and safety. - Staff members complete 5 hours of professional development if they work 30 or more hours. - Staff members complete 2.5 hours of professional development if they work 29 hours or less. - Documentation of completed training is on file and contains all required information. - When scheduling staff for training, it is best practice to verify that trainers meet the qualifications and required topics were covered in the training.

Common Non-Compliance(s)	
• Staff did not complete the required hours of professional development training. • Training did not include the required areas. • Training documentation is incomplete or trainer qualifications were not met. • Program is unable to verify professional development. • Documentation is not on file nor verified in the OPR.	
Resources	
• DCY 01307 Professional Development Documentation for Child Care • How to Find Training Search Ohio Professional Registry	
Assessment/Monitoring Approach	
Observations	• Not applicable
Interviews	• Not applicable
Documentation Review	• OPR • Required training documentation
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • Staff has not completed professional development as required.

Programming

5180:2-19-03 | Indoor and outdoor health and safety

5180:2-19-04 | Curriculum

Rule 5180:2-19-03 Indoor and outdoor health and safety	
Rule 5180:2-19-04 Curriculum	
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-04 - Ohio Administrative Code Ohio Laws	
Rule Reference	
5180:2-19-03 (C)(1) 5180:2-19-04 (A)	
Desired Outcome	
The program creates a safe, engaging, and developmentally appropriate environment that supports the inclusive growth of each child in its care. Children in these settings should experience a nurturing space that fosters physical, emotional, social, and intellectual development through age-appropriate programming, materials, and activities across all domains including cognitive, physical, social, and emotional.	
Guidance for Demonstrating Compliance	
• Implement the program's written philosophy, goals, objectives, and daily plans which provide a balance to the academic emphasis of the regular school day. • At a minimum, the school curriculum includes child guidance, social and emotional learning, recreational skills, and health and safety skills.	

- Adapt the curriculum to address individual needs, interests, developmental levels, and children with disabilities. - Daily plans encourage personal choice and self-initiated learning experiences. - Activities, equipment, and materials are developmentally and age-appropriate and reflect heterogeneous, racial, gender, and cultural attributes. - Sufficient equipment, materials, and furnishings are available at the program site for the number and ages of children enrolled. - Equipment and materials support the program goals, objectives, and activities identified in the daily plans. - Regular inventory checks, daily plan documentation, and visual evidence of inclusive and age-appropriate materials can support compliance during reviews or inspections.	
Common Non-Compliance(s)	
- Curriculum does not include written philosophy, goals, and objectives. - Curriculum does not contain required components. - Program did not make adaptations to the curriculum to address individual needs, interests, developmental levels, and children with disabilities - There are not daily plans. - Program did not provide outdoor play in suitable weather. - Equipment and materials do not support the program goals, objectives, and activities identified in the daily plans.	
Resources	
Sample Activity Plan for Step Up to Quality (SUTQ) Ohio Department of Children and Youth Ohio's K-12 Learning Standards Ohio Department of Education and Workforce Defining Developmentally Appropriate Practice National Association for the Education of Young Children Quality Standards Guide Ohio Afterschool Network School-Age Endorsement Ohio Professional Registry	
Assessment/Monitoring Approach	
Observations	- The licensing specialist will observe daily plans and curriculum implementation, including necessary adaptations. - The licensing specialist will observe equipment, materials and furnishings. - The licensing specialist will observe activities.
Interviews	- The licensing specialist may ask questions to determine curriculum implementation. - The licensing specialist may ask questions to determine how staff ensure all children have access to materials.
Documentation Review	- Written philosophy, goals, and objectives - Daily plans - Curriculum Materials
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list:

	• The program did not have an adequate number of materials and/or equipment as required. • Activities, equipment, and materials are developmentally and age-appropriate and reflect heterogeneous, racial, gender, and cultural attributes.
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Ratios and Maximum Group Size

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180-32-03 (A)(B)(C) & (E)
Desired Outcome
Maintain proper staff-to-child ratios to help prevent accidents, injuries, and neglect, fostering a safe environment where children are always supervised.
Guidance for Demonstrating Compliance
• Provide ongoing training on licensing requirements to emphasize the importance of maintaining ratios and supervision. • You can also create daily schedules that reflect staffing needs and requirements, including coverage during transitions, outdoor activities, and naps, showing that ratios are always maintained. • Determine ratio requirements by the age of the youngest child in the group. • Keeping attendance logs, sign-in and sign-out records, and staff schedules that clearly document who was present and supervising children during all hours of operation will help staff always maintain staff and child ratios. • Be sure to assign enough staff members to the group to maintain the ratio. • When assigning children to groups, make sure the group is no larger than two times the ratio for the youngest child. • If combining classrooms or groups, keep an accurate count of the children and their ages to not exceed group sizes and ratios. • The administrator should also conduct random checks in each room and ask staff how many children are present and then count the children to confirm. • If two staff members are present with the group, they should both count the children and confirm with each other. • If staff need to leave the room to take a child or children to the restroom or to grab supplies, have other children go along to maintain ratio in the classroom.

• Develop call-off procedures and a list of substitutes to cover expected and unexpected staff absences. • Be sure that at least two staff members will be present on field trips including seven or more participating children.	
Common Non-Compliance(s)	
• Program does not maintain ratio requirements. • Program does not maintain ratio when additional children arrive, and a second staff member is not present. • Group size is more than two times the ratio for the youngest child. • At least two staff members were not present on a field trip when seven or more children were participating. • A second adult is not in the building when 1-18 children were in attendance.	
Resources	
• Not applicable	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will count the number of staff members and children in each group and review attendance records to determine the age of the youngest child in the group. • The licensing specialist will determine staff/child ratios multiple times during the inspection to see if the program maintains ratio during various parts of the day. • The licensing specialist will also review the number of children present in a group to determine if the program exceeds required maximum group sizes.
Interviews	• The licensing specialist may ask how many staff members and children are present in each group, and the age of the youngest child present. • The licensing specialist may ask to review the attendance record. • The licensing specialist may ask staff about policies regarding the availability of additional staff or substitutes when there is a risk of exceeding ratio or group size.
Documentation Review	• Attendance records • Current staff/schedules
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Safe Equipment

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-03 (F)
Desired Outcome
Children in programs are kept safe by using equipment, furniture, and toys that are in good condition, age-appropriate, and free from hazards. Everything children use should be clean, sturdy, and safe so they can explore, learn, and play without risk of injury
Guidance for Demonstrating Compliance
• The first staff member entering a classroom or space should do a quick walk-through and check for any hazards, including damaged or broken equipment. • Create a log for staff to initial or sign after completing the daily walk-through. The log should include a space for comments to document maintenance requests for damaged or broken equipment. • It's important to follow manufacturer's guidelines closely. These instructions provide the foundation for proper setup, use, and maintenance of all equipment. It is a good idea to save the manufacturer's guidelines, or bookmark an online version, to have them available for future reference. • Properly maintain, repair, or replace equipment. It is acceptable to use adhesive materials to patch or cover damaged areas of equipment. Ensure it is kept clean and sanitary and replace it if it is torn or peeling. • If chairs need to be stacked while cleaning or for another reason, make sure they are designed to be stacked and are stacked so they do not fall over. • Purses often have items stored in them that pose a risk of harm to children. It is very important to store these items in a place that makes them inaccessible to children. • To avoid injury to children, mount TVs and heavy furniture to the wall, or anchor them in a way that prevents the item from falling. • Maintain floor surfaces to eliminate tripping hazards. • Maintain a smoke free environment. • A working phone and a back-up form of communication, such as an additional phone, email, text messaging services, is accessible to staff at all times and is in the program's primary space. • Phone numbers for local emergency services are in a visible location that is accessible to program staff in the area. • If the program will allow children to use a trampoline, ensure the trampoline is designed for individual use. Large trampolines may not be used by the program.
Common Non-Compliance(s)
• Broken equipment is accessible to children. • Areas and furniture are not free from hazards. • Furniture is not age-appropriate. • Program stacked chairs in a manner that poses a risk to children.

• Tripping hazards are present such as unsecure rugs. • Program does not maintain a smoke free environment. • A working phone and back-up of form of communication is not available. • Staff do not always have access to the phone or form of back-up communication. • Program does not post emergency phone numbers, and emergency phone numbers are not accessible to program staff.	
Resources	
• US Consumer Product Safety Commission Recalls	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will look at equipment, furniture, and the environment to see if there are items or conditions that pose a risk of harm to children. • The licensing specialist will observe postings.
Interviews	• Not applicable
Documentation Review	• Manufacturer's guidelines
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • Phone numbers for emergency services were not posted in a visible location readily accessible to the appropriate school child program staff member in the area.

Sanitary Conditions

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
Rule 5180:2-19-03 (F)
Desired Outcome
Children in programs are kept safe by creating sanitary conditions that provide a clean environment and ensuring that equipment, furniture and materials are easily maintained.
Guidance for Demonstrating Compliance
• To create a sanitary environment for children in care, it is important to carefully consider items that are in licensed spaces. Equipment, furnishings, and materials that are clean keep children healthy and safe. Removable, washable cloth covers can help make cleaning furnishings easy. Hard surfaces that can be cleaned and sanitized can also assist in maintaining a clean and sanitary environment. • Consider providing a checklist that opening or closing staff members can complete each day. • A cleaning schedule can help ensure that all areas of the program are clean and maintained.
Common Non-Compliance(s)
• School child program areas are unclean.

- School child program does not clean areas daily. - Furniture cannot be cleaned due to its material and unrepaired tears in the material. - Program does not keep furniture, materials, and equipment in a sanitary condition at all times.	
Resources	
Not applicable	
Assessment/Monitoring Approach	
Observations	The licensing specialist will observe spaces accessible to children, equipment, materials, and furniture for cleanliness and sanity conditions.
Interviews	The licensing specialist may ask questions about cleaning schedules.
Documentation Review	Not applicable
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The program had equipment, materials, or furnishings with material ripped/torn or not easy to clean as required.

Snack and Meal Requirements

5180:2-19-06 | Snack and meal requirements

Rule 5180:2-19-06 Snack and meal requirements
Rule 5180:2-19-06 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-06 (A)&(B)
Desired Outcome
Programs serve children safe and healthy meals and snacks that meet nutritional requirements and support their health, growth, and development.
Guidance for Demonstrating Compliance
- Menus play a key role in transparency and planning. Post a current weekly menu in a location that's easy for parents to see. These menus should reflect all meals and snacks being served, and any substitutions must be noted at the time they occur. This helps families stay informed and builds trust in the center's food practices. - Be sure to follow policies and obligations of the school's governing body. - Children are offered meals and snacks so that no child goes longer than four hours without food. - Provide a full meal when school-age children are in attendance between 11:00 am – 1:30 pm. - Meals are planned to be varied and to include nutritious foods from all five basic food groups: protein, grains, fruits, vegetables, and dairy. - When planning snacks, be sure at least one food item from two of the five basic food groups. - When milk is served, the type of milk offered reflects parental preference.

- Foods served are developmentally appropriate and do not present choking hazards. Consideration is given to size, texture, and portion.
- When juice is served to meet fruit or vegetable requirements, it is 100% undiluted.
- Special dietary needs are documented, and prescribed dietary needs are provided by the program or parent.
- All program staff, including food personnel, are informed of children's allergies, and each child's allergies are accurately documented in their file.
- Safe storage of food is essential. This includes milk which must be stored properly at all times. Milk cannot be left out at room temperature for more than two hours, or for an even shorter amount of time if it is extremely warm. Parent-provided food must also be stored safely to prevent spoilage or contamination. It's a good idea to check packed lunches for perishable food to determine if it needs an ice pack or refrigeration. Consider keeping extra ice packs on hand if items can't be placed in a refrigerator. Make sure to store extra food at the program in the event a child does not bring food for the day.
- Drinking water must be freely available to children throughout the hours of the program. If using drinking fountains, be sure the water pressure allows children to drink without their mouth touching the fountain.
- Be sure to label Individual water bottles with the child's name to prevent cross-contamination.
- Meal and snack time should be a calm, focused experience. Screens, including televisions, computers, and tablets, must be turned off during meals and snacks to encourage healthy eating habits and social interaction. Appropriate use of screens could include audio only (i.e. You Tube sound with screen saver), smart board for timer, or any other non-interactive visual display.

Common Non-Compliance(s)

- The meal or snack does not meet food group requirements.
- Program does not offer meals and snacks in a timely manner (more than four hours apart).
- The juice served is not 100% undiluted, which results in the meal or snack lacking a required food group.
- Drinking fountains are broken with no other option for water.
- Program asks children to wait for lunch, snacks or water.
- Water pressure is not sufficient on water fountains to prevent cross contamination.
- Program does not post menus with current dates, or menus do not match the meal/snack served.
- Program does not store food properly or leaves it sitting out.
- Screens are on during meal or snack times.
- Individual water bottles are not labeled with the child's name.

Resources

- [Crediting Handbook for CACFP | Food and Nutrition Service](#)

Assessment/Monitoring Approach

Observations	• The licensing specialist will observe a meal or snack during a licensing inspection or as needed for monitoring.
Interviews	• The licensing specialist may ask questions about how long items have been sitting out, what time meals and snacks will be

	served, supplemental food policy and storage, and location of drinking water.
Documentation Review	• Menus, including substitutions • Child records • Food labels
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Staff Education and Medical Statement

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180-32-03 (H)(2) & (3) 5180-32-03 (H)(7)
Desired Outcome
Qualified staff promote a safe, healthy, and developmentally appropriate environment for children.
Guidance for Demonstrating Compliance
• Have regular reviews, organized recordkeeping, and readiness for inspections. • Demonstrate evidence that all staff are at least 18 years old if they are included in the ratio or left alone with children. • Have a valid high school diploma or equivalency on file prior to the employee's start date. • View the document for any unusual font, dates, or other irregularities. • Only make copies of the original education documentation to ensure validity. • Create a system to routinely review staff files to ensure documents remain on file. • Have all education documentation on file or in the OPR for licensing specialist review. • Have all educational documents translated into English and ensure they are equivalent to a high school education in the United States, if applicable. • Staff documentation may be stored electronically or in a paper file. If kept electronically, be sure to have a back-up system available in case there is an issue with technology during an inspection. • Have a medical statement on file for any individual used to meet ratio or left alone with a child dated no more than twelve months prior to employment and up to thirty days after employment.
Common Non-Compliance(s)
• On the employee's first day, there is not valid education documentation. • Program used individuals under the age of 18 to meet ratio or to be alone with children. • Staff member's transcript or high school diploma does not list the graduation date.

• Document is not translated to English or an equivalency not provided. • The education documentation is from a non-accredited school. • The education documentation is falsified. • Medical statements do not meet requirements in rule. • No medical statement is on file for individuals used to meet ratio or left alone with children. • The medical statement is falsified.	
Resources	
• International Education Verification Ohio Professional Registry • U.S. High School Diploma Equivalent Credentials University of Michigan-Dearborn • U.S. High School Diploma Equivalents Mesa Community College	
Assessment/Monitoring Approach	
Observations	• Not applicable
Interviews	• Not applicable
Documentation Review	• Education documents • Medical statements
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The employee's education document verifying completion of high school education or equivalent is not complete or on file as required. • The medical statement was not on file for individuals used to meet ratio or left alone with children.

Staff Orientation

5180-32-03 | Staff obligations and ratios

Rule 5180-32-03 Staff obligations and ratios
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180-32-03 (4) & (5)
Desired Outcome
Completing orientation training promotes a safe, healthy, and developmentally appropriate environment for children.
Guidance for Demonstrating Compliance
• Be sure to build time into the onboarding process for new staff to complete the DCY School-Based School-Age Staff Orientation training within 30 calendar days of the staff member's start date. • Encourage staff members to register for the DCY School-Based School-Age Staff Orientation training in the OPR or the administrator can assign the training to the staff member in the OPR. • When staff members take the training, it is highly recommended the director is available to answer questions and share building specific information for each topic.

The director will also want to provide an environment that allows the staff member to be fully engaged in the training and not easily distracted. • If multiple staff are completing orientation training at the same time, the program can do this as a group training session, but each individual must log in and complete the training on their own device to receive credit. • The director/administrator verifies that the training has been completed in the OPR. • Create and provide a program policies and procedures orientation training within seven calendar days of the first scheduled date of attendance on the job. • The child guidance policy and procedures is reviewed with staff before working with children.

Common Non-Compliance(s)

• Required orientation training was not completed within 30 days. • Program policies and procedures orientation training has not been completed within required timelines. • Required documentation of completed training is not on file. • Incorrect orientation training was completed.
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Resources

• Create OPR Profile Resources OCCRRRA • How to Find Training Search Ohio Professional Registry • Ohio Professional Registry
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Assessment/Monitoring Approach

Observations	• The licensing specialist will create an employee record chart in the OPR and will verify that each staff member has completed the orientation in the appropriate time frame.
Interviews	• Not applicable
Documentation Review	• Completed orientation training will be listed on the staff member's training profile in the OPR or in their staff record.
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The employee's orientation is not completed as required.

Standard Precautions

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
Rule 5180:2-19-03 (E)
Desired Outcome
Children and staff are safe during medical, dental, or other emergencies.
Guidance for Demonstrating Compliance

• Proper cleaning and disposal supplies are available for the disposal of blood and/or bodily fluids. This includes disposable vinyl gloves, leakproof plastic bags, access to hot soapy water, bleach solution, or an Environmental Protection Agency (EPA) rated hospital grade disinfectant with a label claim for mycobactericidal activity. • A “sharps container” is available at the center that is out of the reach of children, for proper disposal of lancets for finger sticks, syringes, or other sharp objects. • It is best practice to have disposable vinyl gloves available in multiple locations throughout the center as well as centrally located and well stocked stations for universal precautions. Often you need these supplies when least expected; having the items readily available ensures you can easily follow precautions to ensure the safety of staff and children. • Check with your local waste removal service or health department for safe disposal programs.	
Common Non-Compliance(s)	
• Sharp items used for procedures on children with special care needs were not disposed of in a “sharps container”. • There are not proper or enough cleaning supplies. • Program does not follow the required precautions for the disposal of blood or bodily fluids. • Disinfectant solution is not EPA-rated as hospital disinfectant grade, or no bleach solution is available.	
Resources	
• Centers for Disease Control and Prevention • Ohio Department of Health	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will observe standard precautions and any required equipment or supplies needed. For example, they may look for a “sharps container,” vinyl gloves, bleach, or sealable bags.
Interviews	• The licensing specialist may ask questions about the program’s procedure for standard precautions and where they keep supplies.
Documentation Review	• Product labels • Fact sheets
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Supervision

5180:2-19-09 | Policies and procedures, recordkeeping and administration

Rule 5180:2-19-09 Policies and procedures, recordkeeping and administration
Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-09 (B) & (C)
Desired Outcome
Staff always have knowledge of each child's location and activities, protect them from harm, support them in their development, and provide them with a nurturing environment.
Guidance for Demonstrating Compliance
• When arranging classrooms, the furniture, equipment, and room layout allow staff to see every child without needing to move around or peer over objects as much as possible. • Keep children's cubbies in the classroom so children can access their belongings and security items without leaving the room. If the classroom doesn't have enough room for cubbies, have a designated space where children can keep these items so they don't have to go out into the hallway to access them. • Keep the door to the classroom shut so it's not easy for children to leave the room unnoticed. The same applies on the playground. Make sure children can't leave on their own. • If a door opens easily, consider installing alarms or place bells at the top of the door jamb. If the door opens, the sound of the alarm or bells will alert staff to see if a child has left the room. • Provide a physical reminder, such as a stop sign or red tape adhered to the floor, to remind children not to cross the red line to the door. • While supervising, position staff in high-traffic areas of the room and by any exterior or interior doors. Use strategic positioning so they can observe multiple areas simultaneously. Be sure staff are within hearing distance so they are close enough to hear and respond to a child's voice, cries, or distress sounds. • Staff frequently look around the room to maintain situational awareness of each child's activities and determine if they need to step in to guide or redirect a child to make safe choices. Staff assist children with basic needs such as tying shoes, putting on jackets and clothing, and proper hygiene in the restroom and respond to emergency circumstances. • Observe staff to confirm they are engaged and attentive. • If there are blind spots in classrooms or outdoor areas, staff can use devices such as mirrors or cameras to help them supervise children. However, using analog or digital technology cannot be the only way staff see or supervise the children. These devices can't always clearly show if a child is in distress such as choking, having trouble breathing, or suffocating. Consider using two-way radios or intercoms to enable instant communication between staff across different rooms or playgrounds for times when they may need assistance. • Staff can use zoning maps and staff positioning charts or visual layouts of classrooms or playgrounds showing where staff should be stationed to maintain clear sightlines and quick

access to children. These tools help ensure consistent safety practices during transitions, outdoor play, and daily routines.

- Train staff and post reminders for staff to do a name-to-face check whenever crossing a threshold such as a doorway, entry to a different space, going outside, or getting on and off a vehicle. Name-to-face count is a method of verifying the presence of all children in the group by calling out the child's name and listening for them to respond or visually confirming the child's presence to verify the attendance record is accurate.
- Train staff to track children's whereabouts during, at a minimum, the following transition times:
 - Leaving the classroom to go to another area (cafeteria, art room, playground).
 - Leaving the playground to return to the classroom.
 - Leaving another room in the building to return to the classroom.
 - During transportation, and field or routine trips.
 - Before leaving the classroom for a trip.
 - Upon entering the vehicle before driving away.
 - Every five minutes while at the destination of the trip.
 - Upon entering the vehicle for the return trip to the program.
 - Upon arrival back at the program.
 - Upon entry back into the classroom.
- If your program allows school-age children to run errands or use the restroom without direct adult supervision in an area designated for the program's use, make sure the children are within hearing of a staff member without the use of technology or a mechanical device. The staff members know the whereabouts of the children at all times and check on the children at least every five minutes. If a staff member is with a group of children in a gym or other noisy environment, they may not be able to hear the children in the other space due to the noise around them.
- Only allow children in kindergarten and higher, in groups of two or more, to engage in activities without direct supervision in an area designated for program use if:
 - The children are within sight or hearing of a staff member without the use of technology or mechanical devices.
 - In an adjoining or adjacent space, the staff members knows the whereabouts of the children at all times.
 - The staff members check on the children at least every five minutes.
- Staff can summon another adult without leaving the group unsupervised indoors and outdoors.

Common Non-Compliance(s)

- Children are unattended, even briefly, indoors or outdoors.
- Staff fail to maintain awareness of each child's activities, are not close enough to protect a child from harm and fail to respond to a child in need.
- Staff use electronic monitors or mirrors as a substitute for physical supervision.
- Staff are under the influence of substances that impair their ability to supervise.
- There is inadequate supervision during field trips or transportation, such as children left alone in vehicles.
- There is improper zoning or staff placement, leading to blind spots or gaps in coverage.
- A second adult is not present when required by age group or activity.

• The room arrangement does not have unobstructed views, and staff are not circulating to maintain awareness of children. • Staff do not check on school-age children as required when allowing them to participate in activities in another space. • Staff are unable to hear the children without the use of electronic equipment. • The activity poses a risk of harm to the children.	
Resources	
• Keep Children Safe Using Active Supervision HeadStart.gov • Brightwheel Guide: Active Supervision for Child Safety <i>Explains how to use supervision checklists and anticipate behavior and highlights the importance of constant awareness and quick response.</i> • Safe Environment Strategies - Supervision Safe Kids Thrive • Early childhood education networks: Local and national organizations often provide peer support, mentorship, and shared resources for compliance and quality improvement.	
Assessment/Monitoring Approach	
Observations	• The licensing specialist will spend time in each classroom or space to observe staff and child interactions and activities to determine if staff are properly supervising children. • The licensing specialist will try to observe groups during transition times to see how staff supervise children moving between spaces and activities, such as going to and from the playground, vehicle, or bus stop.
Interviews	• The licensing specialist may ask questions about supervision practices and how the program maintains supervision throughout all operating hours, field and routine trips, and transitions.
Documentation Review	• Written policies and procedures
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Swimming and Water Safety

5180-32-03 | Staff obligations and ratios

5180:2-19-05 | Child information

5180:2-19-03 | Indoor and outdoor health and safety

Rule 5180-32-03 | Staff obligations and ratios

Rule 5180:2-19-05 | Child information

Rule 5180:2-19-03 Indoor and outdoor health and safety
Rule 5180-32-03 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-05 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-03 - Ohio Administrative Code Ohio Laws
Rule Reference
5180-32-03 (F) 5180:2-19-05 (E) 5180:2-19-03 (C)(7)
Desired Outcome
Provide safe, healthy, and proper supervision of children during swimming and water play activities.
Guidance for Demonstrating Compliance
• The program is responsible for ensuring a certified lifeguard is present if children will be using pools or bodies of water eighteen inches in depth. • Have a training plan in place for all staff to follow safety, ratios, and supervision. It is recommended that staff who supervise swimming or water activities participate in training prior to swimming or summer camp to review rule requirements. • Actively supervise children in and around water, all parts of a swimming pool including seeing the bottom, and during all water activities. It is best practice for staff to be in the water as well as on deck, actively scanning the children swimming. Staff should not be engaged in other activities such as tablet or cell phone use. Drowning typically happens silently in a few seconds when staff are not actively supervising. Head counts and name-to-face tracking could be done every 15 minutes or more frequently to ensure all children are accounted for. Plan to monitor slippery surfaces and remind children to walk to avoid accidents. • Ensure the pool or body of water eighteen inches or more in depth is fenced or inaccessible to children when not in use. • Do not allow swimming in lakes, rivers, or ponds. • Parents or guardians need to complete proper swimming permission prior to the child participating in swimming or water play activities in bodies of water eighteen inches or more in depth. • Written permission includes all required components.
Common Non-Compliance(s)
• Missing or incomplete parent permission form • Lifeguard not present
Resources
• Longfellow's WHALE Tales Water Safety for Children American Red Cross • Safe Swimming and Drowning Prevention Ohio Department of Health • Guidelines for Healthy and Safe Swimming Centers for Disease Control and Prevention • Drowning Prevention and Water Safety American Academy of Pediatrics • Tips for a Safe Swimming Season Ohio Chapter, American Academy of Pediatrics • Swim Safety Tips American Academy of Pediatrics
Assessment/Monitoring Approach

Observations	- The licensing specialist will observe staff supervision of children engaged in swimming or water play. - The licensing specialist will verify that, for programs with an on-site pool, the water area is not accessible to children while the pool is not in use.
Interviews	The licensing specialist may ask questions regarding swimming location and staff supervision of children while swimming.
Documentation Review	- Parent permission slips - Lifeguard certifications
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Temporary Closure

5180:2-19-10 | Licensing and Monitoring

Rule 5180-2-19-10 Licensing and monitoring
Rule 5180:2-19-10 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-12-19 (N)
Desired Outcome
Allow programs the option of temporarily closing for up to twelve months without terminating their license to allow time to address issues prohibiting them from operating such as staffing, low or no enrollment, or financial difficulty.
Guidance for Demonstrating Compliance
- Request the closure/inactive status in the Ohio statewide licensing system. - When a child care program enters temporary closure status, the provider has a maximum of 12 months from the effective closure date to reopen. If the program is unable to reopen within that timeframe, the license is considered permanently closed. In such cases, the provider submits a new initial application and completes the full licensing process again to reopen and begin operating. - There are several reasons a program may not be able to reopen within the 12-month period, including unfinished construction or repairs, lack of child enrollment, or a decision to permanently cease offering care. In these instances, the program would submit a request for permanent closure. - Before reopening, an inspection may be required, especially in situations involving major structural changes or potential health and safety concerns, such as repairs, reconstruction, a new COO, or other substantial modifications. These steps ensure that the program meets all regulatory standards and is safe to welcome children and families once again.

Common Non-Compliance(s)	
Caring for children while in temporary closure status, including prior to the space being re-inspected (when needed) and the license reinstatement being approved.	
Resources	
License Closure Request Job Aid for OCLQS Local health department Ohio Department of Health Local fire department Local building department	
Assessment/Monitoring Approach	
Observations	If inspection is required for reactivation, the licensing specialist will observe all areas for care of children, such as bathrooms, hallways, and indoor and outdoor play areas for safe and sanitary conditions.
Interviews	Not applicable
Documentation Review	- Fire inspection (if applicable) - Food service license (if applicable) - COO (if applicable)
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The program did not notify DCY of a temporary closure prior to closing as required.

Transportation Plans and Field Trips

5180:2-19-05 | Child information

5180:2-19-09 | Policies and procedures, recordkeeping, and administration

Rule 5180:2-19-05 Child information
Rule 5180:2-19-09 Policies and procedures, recordkeeping and administration
Rule 5180:2-19-05 - Ohio Administrative Code Ohio Laws Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws
Rule Reference
Rule 5180:2-19-05 (D) Rule 5180:2-19-09 (A)
Desired Outcome
Children remain safe, healthy, and well during all off-site trips. They are released only to approved individuals, and parental permission is obtained whenever children are released from the program for specific activities.

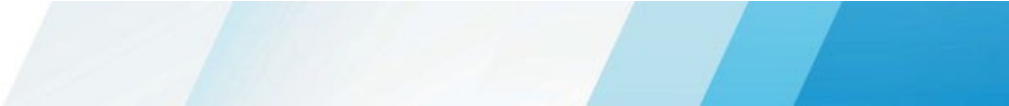
Guidance for Demonstrating Compliance	
- Secure written permission from parents prior to any field trip taken away from the program. Permission can be obtained on paper or an electronic form. If permission is obtained electronically, be sure to have a way to show a copy of the form during an inspection. - Obtain a transportation plan which includes parental designations of any authorized persons to take a child from the program. - If the program allows school children to leave the program for specific activities, secure transportation plans that include a mutual agreement and consent between the program coordinator and the child's parents allowing a child to leave the premises. Be sure the plan includes the required information.	
Common Non-Compliance(s)	
- Program did not obtain written parental permission, or it was incomplete for field trips off the premises. - The program did not obtain a transportation plan, as required. - The transportation plan did not include the required information.	
Resources	
DCY 01226 Field Trip Permission for Child Care DCY 01232 Field Trip Checklist for Child Care DCY 01239 Field Trip Information Record for Child Care	
Assessment/Monitoring Approach	
Observations	The licensing specialist may observe field trip practices.
Interviews	The licensing specialist may ask questions about the program's transportation plans and any field trips taken by the program.
Documentation Review	- Field trip permission forms - Transportation plans - Field Trip and Transportation policies
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: The rule requirements in this section of the guide do not support technical assistance opportunities in lieu of a non-compliance finding.

Written Policies/Parent Handbook

5180:2-19-09 | Policies and procedures, recordkeeping and administration

Rule 5180:2-19-09 Policies and procedures, recordkeeping and administration
Rule 5180:2-19-09 - Ohio Administrative Code Ohio Laws
Rule Reference
5180:2-19-09 (A)(C) &(F)

Desired Outcome	
Policies and procedures are in place to ensure that parents and staff know what to expect from the program and to ensure that there is consistency, compliance, and clarity regarding operations of the program. Situations can unfold rapidly. A written plan, and appropriate training, ensures everyone knows the expectations and steps to take when things arise.	
Guidance for Demonstrating Compliance	
- Think of the written information for parents as the place to find the answers to any questions that may arise. The policies and procedure manual will be assessed by the licensing specialist during the pre-licensing inspection. It will also be reviewed during a licensing inspection every other year or as updates and changes are made. Be sure to always have a copy available. It can be shared electronically or as a printed version. - Policies and procedures are consistent with the school district's board of education. - Provide a copy to every family when they enroll their child and upon request. - Provide a copy to staff members before they work with children and upon request. - Provide the policies to all staff to read. It should be reviewed periodically. It is the administrator's responsibility to ensure that the program and all staff are following the policies as written. - Programs can work with their State Support Team (SST) for assistance when creating the policies. - Review personnel policies and procedures for completeness.	
Common Non-Compliance(s)	
- The policies and procedures do not include all details required by this rule. - The program does not maintain or abide by their written policies. - The policies conflict with the ORC or the OAC. - Program does not provide the policies to parents, staff, or other people upon request. - The policies are not available at the program.	
Resources	
State Support Teams Ohio Department of Education and Workforce	
Assessment/Monitoring Approach	
Observations	Not applicable
Interviews	The licensing specialist may ask questions regarding the policies or ask for clarification.
Documentation Review	- Written policies - Parent handbook
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: - The program's policies and procedures do not contain all items as required. - The program has not maintained the policies and procedures as required. - The program did not provide the policies and procedures to families at the start of the school year or at the time of



	enrollment, to staff prior to working with children, and to other persons upon request as required.
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