



Ohio Administrative Code Rule 3301-32-03 Staff ratios and volunteers.

Effective: January 22, 2010

- (A) Staff/child ratios shall be at least one staff member caring for eighteen school children who are five years old, but less than eleven years old; or at least one staff member caring for every twenty school children who are eleven years old, but less than fifteen years old.
- (B) The maximum group size shall not exceed twice the maximum number of children allowed per staff member as required in paragraph (A) of this rule. When there is a combination of ages within a group of school children, the age of the youngest school child shall determine the maximum number of children per staff member. There may be multiple groups at one site.
- (C) When one to eighteen children are in attendance, one staff member or responsible individual who is at least eighteen years of age shall be in attendance and, at a minimum, at least one other responsible individual shall be accessible in the building in which the program is located. At least two staff members shall be present on field trips including seven or more participating children.
- (D) At a minimum, one team leader shall be present on site at least fifty per cent of the operating hours of the school child program.
- (E) Staff/child ratios established in this rule shall be maintained for each program site.
- (F) Written policies, procedures, and supervision plans may include the following options provided staff/child ratios are maintained:
- (1) Children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes; and/or
 - (2) Children kindergarten grade and higher in groups of two or more may be without direct adult



supervision in the area designated for the program's use by the site plan if the children are within sight or hearing of a staff member in adjoining or adjacent space, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes and documents the observation; and/or

(3) When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised. A school child fourth grade or older may leave the group to summon an adult.

(G) With mutual agreement of the parent(s) or guardian and the school child program, school children may be permitted to leave the school child program for specific activities in accordance with the requirements specified in paragraph (F)(8) of rule 3301-32-10 of the Administrative Code.

(H) A staff member with current valid first aid, CPR, child abuse recognition and prevention, and management of communicable disease certification shall be on site at all times when children are in attendance. A staff member with current valid first aid and CPR training shall be readily available during field trips.

(I) Only staff members, volunteers, and responsible individuals who meet the requirements of rule 3301-32-02 of the Administrative Code and work directly with the children shall be counted in the staff/child ratios.

(J) Staff members, volunteers, and responsible individuals shall be responsible for implementing procedures that address continuity of care.