



Ohio Administrative Code

Rule 3301-32-10 Policies and procedures, recordkeeping, and administration.

Effective: June 22, 2015

(A) The program coordinator shall be responsible for developing and maintaining written program policies and procedures that are consistent with the policies and procedures of the school district board of education. Such written policies and procedures shall include, but not necessarily be limited to, the following:

- (1) Program philosophy and goals as required in paragraph (A) of rule 3301-32-05 of the Administrative Code;
- (2) Ages of children served;
- (3) Hours and days of operation;
- (4) Admission and registration;
- (5) Fees and payment;
- (6) Enrollment of special needs children, including consultation with special education staff to make any needed program modifications as required in paragraph (G) of rule 3301-32-05 of the Administrative Code;
- (7) Maintenance of staff/child ratios as required in rule 3301-32-03 of the Administrative Code, including a supervision plan as required in paragraph (F) of rule 3301-32-03 of the Administrative Code;
- (8) Discipline as required in rule 3301-32-09 of the Administrative Code and exclusion of children for disciplinary reasons, if applicable;
- (9) Staff/parent communication and parent involvement, including information for parents about the



program and its services, discussing their children's needs and progress, and procedures for addressing parent complaints;

(10) Meals and snacks, including requirements for meals, if served, as required in paragraphs (A) to (D) of rule 3301-32-07 of the Administrative Code;

(11) Provision of a meal and/or snack to children who come to the program without a meal and/or snack to ensure that all children are provided with a meal and/or snack.

(12) Handling and/or exclusion of ill children and reporting communicable diseases as required in paragraph (C) of rule 3301-32-08 of the Administrative Code;

(13) Administration of medications as required in paragraph (C) of rule 3301-32-06 of the Administrative Code by staff members authorized to administer medications as required under section 3313.713 of the Revised Code;

(14) Emergency action in case of fire, homeland security, severe weather, medical, dental, and other emergencies;

(15) Recording and reporting of accidents;

(16) Release of children to authorized individuals;

(17) Recording and reporting of absences, no shows, and missing persons;

(18) Transportation arrangements to and from the program;

(19) Transportation for field trips and obtaining parent permission including provision for children who may not attend the field trip;

(20) Child data privacy provisions;

(21) Reporting child abuse or suspicions of child abuse or neglect as required by section 2151.421 of



the Revised Code to the local children's protective service agency. The school child program shall neither abuse nor neglect children, but shall protect children from abuse or neglect while in the program's care;

(22) Parent participation regarding program design and evaluation, including how input will be considered by program administrators;

(23) Use of volunteers;

(24) Nondiscrimination in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, or marital status; and

(25) Continuity of care.

(B) Program policies and procedures shall be given to all parents at the start of the school year or at the time of enrollment; to staff prior to working with the children, and to other persons upon request.

(C) The program coordinator shall be responsible for developing written personnel policies and procedures which are consistent with the policies of the school district, county board of DD, or eligible nonpublic school and which shall include, but not necessarily be limited to, the following:

(1) Equal opportunity employment;

(2) The terms of employment shall include, but not necessarily be limited to, the following: job descriptions, staff qualifications, wages, benefits, probation, grievance procedures, performance evaluation, resignation, and termination;

(3) Procedures for checking references of potential employees.

(4) Staff orientation and in-service training consistent with paragraphs (I) to (O) of rule 3301-32-02 of the Administrative Code;

(5) Use of volunteers; and



(6) Staff data privacy provisions.

(D) Personnel policies shall be available to staff and other persons upon request.

(E) Individual staff records shall be maintained and include, but not necessarily be limited to, the following:

(1) Documentation of education and/or related experience;

(2) Medical statement;

(3) Records of in-service training; and

(4) Non-guilty/non-conviction statement and criminal background check.

(F) Individual child records shall be maintained, updated at least annually, and include, but not necessarily be limited to, the following:

(1) Registration information including, but not necessarily limited to, the following: child's name, date of birth, date of admission, parent's name, home address, business address and telephone number where the parent can be reached during the time the child attends the program (if applicable) and/or procedures for reaching the parents, name of the school the child attends, and any special concerns such as dietary restrictions and allergies;

(2) Telephone numbers of three authorized person(s) to take the child from the program in the event of an emergency;

(3) Parental consent for first aid, medication, and transportation to an emergency care facility;

(4) Name and telephone number of the child's physician, dentist, or other health care providers;

(5) Signed parental permission slip for administration of medication and log of medication



administration;

(6) Information on any injury to the child. The program shall notify parents when their child is injured and the program shall maintain a log of such reports;

(7) Transportation plan that shall include parental designations of authorized person to take the child from the program;

(8) If school district, county board of DD, or eligible nonpublic school policy permits, a transportation plan that shall include mutual agreement and consent between the program coordinator and the child's parents to allow a school child to leave the school child care program for specific activities. The agreement shall specify, but not be limited to, the following:

(a) Child's destination; and

(b) Estimated time of arrival and departure, and the time period for which the agreement is valid.

(9) Information on special medical or health needs, allergies, dietary restrictions; and

(10) Attendance records.

(G) Policies and procedures previously approved and/or adopted, or records maintained to comply with Chapter 3301-35 of the Administrative Code (the "operating standards for Ohio's schools"), that meet the requirements of this rule, shall be acceptable evidence of compliance with this rule.

(H) Each school child program shall submit reports to the department of education or the school district as requested.

(I) Each school child program shall have its license granted under section 3301.58 of the Revised Code and most recent compliance report and corrective action plan posted in a conspicuous place.

(J) Each school child program shall establish a system of business management and record keeping to assure the program maintains complete and accurate accounts and records.