



Ohio Administrative Code

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

Effective: July 1, 2021

(A) The program shall develop and maintain 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 curriculum as required in 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, if applicable;
- (6) Enrollment of children with disabilities, including consultation with special education staff to make any needed program modifications;
- (7) Maintenance of staff/child ratios and supervision plans. Written supervision plans may include the following options:
 - (a) 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
 - (b) Children in 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

(c) 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 in fourth grade or older may leave the group to summon an adult.

(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) Procedures for preparing, handling, and serving food, and washing food, utensils, and equipment for meals and snacks, including requirements for meals, if served, as required in 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, which includes, but is not limited to, the following:

(a) Training of staff members on signs and symptoms, handwashing, and disinfecting equipment and materials;

(b) Isolating and excluding an ill child;

(c) Caring for a mildly ill child.

(13) Nonprescription and prescription medication shall be administered in accordance with program policies and procedures and only with written permission of a parent. Only employees who are



health professionals or who have completed drug administration training may administer medication pursuant to section 3313.713 of the Revised Code;

(a) All prescription medicine must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be stored in a designated locked storage place, except that drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or nonprescription medication may be available to a school child with a special health condition with parental permission in accordance with the program's policy.

(b) Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so that they may personally observe the child's reaction.

(14) Emergency action in case of fire, homeland security, severe weather, medical, dental, and other emergencies. General emergencies include any threats to the safety of children due to environmental conditions or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat, or water;

(a) All staff shall have training and annual reviews of that emergency plan; and

(b) Children shall have drill practice at least once per quarter during the school year and at least once during a summer program to demonstrate appropriate procedures and appropriate behavior in accordance with the program's written policy and procedures during an emergency regarding the rooms where the program is provided.

(15) Recording and reporting of accidents;

(16) Release of children to authorized individuals and continuity of care;

(a) A school child program shall provide a written plan for communication between the program and the kindergarten through grade twelve system and identify public and nonprofit entities with whom they may cooperate for programming.



(b) 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.

(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; and

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

(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) Personnel policies and procedures shall include, but not necessarily be limited to, the following:

(1) Staff members shall be recruited and employed, without discrimination on the basis of age, color, national origin, race, sex or disability;



- (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) Required orientation and in-service training;
 - (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.
- (F) Each school child program shall submit reports to the department of education or the school district as requested.