



Ohio Administrative Code

Rule 5180:2-20-07 Policies and procedures.

Effective: July 1, 2026

(A) How is the preschool program to be governed?

The preschool program shall be guided by written policies of the board of education or governing body which are consistent with applicable statutory requirements contained in the Revised Code and rules adopted by the Ohio department of children and youth (DCY).

(B) When is the preschool program to develop operating policies and procedures?

Once a preschool program has been established by the board of education or governing body, the preschool is to develop policies and procedures for the operation of the program. Policies and procedures of the preschool program shall be established and approved by the governing body or board of education.

(C) Who is responsible for implementing policies and procedures?

Each school district, educational service center, board of developmental disabilities, community school or eligible nonpublic school that operates a preschool program shall assign responsibilities for implementing policies and procedures.

(D) What policies and procedures are to be developed and maintained for the preschool program?

Policies and procedures shall be appropriate for children enrolled in the preschool program shall at a minimum include, but not be limited to, the following:

- (1) Staffing, which at a minimum meets the requirements of rule 5180-37-04 of the Administrative Code or this chapter; and addresses staff awareness of each enrolled child's cumulative and health records required in rule 5180:2-20-08 of the Administrative Code.
- (2) Child cumulative records which at a minimum meets the requirements of rule 5180:2-20-08 of the Administrative Code;
- (3) Developmentally appropriate program planning which at a minimum meets the requirements of rule 5180:2-20-03 of the Administrative Code and:
 - (a) Addresses developmentally appropriate materials and equipment.
 - (b) Addresses selection and use of developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the preschool child.



5180:2-20-07

2

(4) Health and safety procedures, in accordance with section 3301.56 of the Revised Code, and the following:

(a) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health and safety resources for children, as evidenced by but not limited to:

(i) Requiring immunization records and compliance with emergency medical authorization requirements in accordance with rules adopted by DCY under section 3301.53 of the Revised Code.

(ii) Adopting and following an emergency preparedness and response plan (EPRP).

(a) The EPRP is to include procedures that will be used to prepare for and respond to the following types or emergency or disaster situations:

(i) Written security plan that ensures access to the program is limited to parents and guardians of children in care and authorized persons.

(ii) Medical or dental emergencies, including emergency transportation.

(iii) Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, or earthquakes.

(iv) Emergency outdoor or indoor lockdown due to threats of violence which includes active shooter, bioterrorism, or terrorism.

(v) Emergency evacuation and relocation procedures due to hazardous materials and spills, gas leaks or bomb threats; or due to threats of violence which include active shooter, bioterrorism, or terrorism.

(vi) Outbreaks, epidemics, or other infectious disease emergencies.

(vii) Loss of power, water, or heat.



5180:2-20-07

3

(viii) Other threatening situations that may pose a health or safety hazard to children in the preschool.

(b) The EPRP is to include details for:

(i) Emergency numbers for medical, dental, and transport-related emergencies, in addition to 9-1-1.

(ii) Shelter in place or evacuation, how the preschool will care for and account for the children until they can be reunited with the parent.

(iii) Assisting infants, toddlers, and children with special needs and/or health conditions.

(iv) A designated safe site where staff and children can safely relocate and remain when evacuated.

(v) Reunification with parents.

(A) Emergency contact information for the parents and the preschool.

(B) Procedures for notifying and communicating with parents regarding the location of the children if evacuated.

(C) Procedures for communicating with parents during loss of communications, no phone or internet service available.

(vi) The location of supplies and procedures for gathering necessary supplies for staff and children, if required to shelter in place.

(vii) What to do if a disaster occurs during the transport of children or when on a field trip or routine trip.

(viii) Making the EPRP available to all preschool staff members and employees.

(ix) Training of staff or reassignment of staff duties as appropriate. Ensures that all preschool staff have initial training and annual reviews of the EPRP.



5180:2-20-07

4

- (x) Updating the EPRP on a yearly basis.
- (xi) Contact with local emergency management officials.
- (c) If the program has adopted a written safety plan in accordance with section 5502.262 of the Revised Code and filed it with the Ohio school safety center, that plan will meet the EPRP requirements of this paragraph. The plan is a security record and exempt from public disclosure. DCY will accept documentation from the director that the plan is on file with the Ohio school safety center.
- (iii) Providing and posting public instructions for emergency situations, including fire drills, rapid dismissals, and tornado drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals.
- (iv) Posting medical and dental emergency procedures in each preschool room and by each telephone and making such available to school personnel, children, and parents.
- (v) Posting emergency phone numbers readily in view in each preschool room and other spaces used by the children.
- (vi) Supervising grounds, play areas, and other facilities when scheduled for use by children.
- (vii) Procedures for providing written notification to parents on the day of the injury/incident, when a child is injured or a serious health/safety incident occurs.
- (b) Providing first-aid facilities and materials. First aid kit supplies will be readily available at all times the preschool program is in operation and taken on all field trips. First-aid kits are to meet the requirements in rule 5180:2-20-06 of the Administrative Code.
- (c) Fluoride supplements to be administered in accordance with section 3701.136 of the Revised Code.
- (d) Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the preschool program shall ensure that:
 - (i) The written instructions of a licensed physician or licensed dentist as appropriate are on file.



5180:2-20-07

5

- (ii) Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
 - (iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
 - (iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.
 - (v) Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions. Parent permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months.
- (e) All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.
- (f) Preschool program with swimming and water play activities in bodies of water two or more feet in depth, shall:
- (i) Have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. the written permission shall be signed and dated, and shall include the following:
 - (a) The child's name.
 - (b) A statement indicating whether or not the child is a swimmer.
 - (c) That the parent or guardian grants permission for the child to participate in water activities.
 - (ii) The preschool program shall provide enough preschool staff members to meet the requirements of rule 5180-37-04 of the Administrative



5180:2-20-07

6

Code or this chapter at all times during swimming and water play activities.

- (g) For swimming activities at sites other than the preschool program location, the preschool program shall:
 - (i) Have preschool staff members that always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools.
 - (ii) Ensure that swimming sites are approved and supervised by local authorities.
 - (iii) Ensure that activities in bodies of water eighteen inches in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American red cross or an equivalent water safety program.
 - (iv) Provide enough preschool staff members to meet the requirements of rule 5180-37-04 of the Administrative Code or this chapter at all times during swimming and water play activities.

(5) Admission and attendance which at a minimum meets the requirements of:

- (a) Supervising each child's admission, placement, transition, and withdrawal according to established procedures.
- (b) Preparing at least once annually for each group of children in the preschool program a roster of the name and telephone number of the child and of the child's parent and, on request, furnishing the roster for each parent.
- (c) Preparing a similar roster of all children in the preschool program and, on request, make it available to each parent with a child in the program.
 - (i) Securing from each parent a signed statement indicating whether such individual desires to be included in rosters prepared in accordance with this paragraph.
 - (ii) Ensuring that a roster is not furnished to any person other than a parent.

(6) Child guidance which, at a minimum, meets the requirements of rule 5180:2-20-10 of the Administrative Code;



5180:2-20-07

7

- (7) Management of communicable diseases and safety which, at a minimum, include:
- (a) Staff training in age-appropriate first aid and cardiopulmonary resuscitation (CPR) in accordance with rule 5180-37-04 of the Administrative Code or this chapter.
 - (b) Staff training in child abuse recognition and prevention in accordance with rules 5180-37-04 and 5180:2-20-10 of the Administrative Code and this chapter.
 - (c) Diapering, which at a minimum meets the requirements of rule 5180:2-20-12 of the Administrative Code.
- (8) Transportation and field trips.
- (9) Safe infant sleep and crib safety which, at a minimum, meets the requirements of rule 5180:2-20-06 of the Administrative Code.

(E) Are parents permitted unlimited access to the preschool program?

Any parent of a child enrolled in the preschool shall be permitted unlimited access to the school during its hours of operation to contact his or her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the preschool office.

(F) What are the requirements for a preschool program serving a preschool child with a disability?

A preschool program serving a preschool child with a disability in a public school shall do so in accordance with Chapter 3301-51 of the Administrative Code.