



| Program Details | | |
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| Program Type: Pre School | Program Name: Waverly Elementary School | Program Number: 1000017925 |
| Address: 1805 W 57th St Cleveland OH 44102 | | County: CUYAHOGA |
| Organization Name: Cleveland Municipal | Org IRN: 043786 | Site IRN: 039891 |

| Inspection Information | | |
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| Inspection Type Annual | Inspection Scope: Full | Inspection Notice: Unannounced |
| Visit Date: 05/06/2021 | Begin Time: 1:00 PM | End Time: 2:00 PM |

The most recent written compliance reports and the program's corrective action plan shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the department

Note: All documented non-compliances are grouped as Serious, Moderate and Low risk violations. A serious risk non-compliance may impact a program's Step up to Quality rating.

| Summary of Findings | | |
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| Number of Rules Verified: 196 | Number of Rules with Non-Compliances: 2 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1 | Low Risk Non-Compliances: 1 |

| Summary of Non-Compliances |
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| Program Fully Compliant? No |
| Serious Risk Non-Compliances |
| No Serious Risk Non-Compliances were observed during this inspection |
| Moderate Risk Non-Compliances |



Domain: 08 Staff Files

Rule: 3301-37:04 Criminal Background Check Requirements

Code: This rule requires that the director and preschool staff member provide evidence of a BCII investigation and FBI criminal background check. Documentation that reports and five-year updates have been sent to the district or the department's office of educator licensure shall be kept on file.

Findings: During the inspection and review of staff files one or more staff members did not have an FBI background check on file for review.

Corrective Action Plan Due: 06/05/2021

Low Risk Non-Compliances

Domain: 08 Staff Files

Rule: 3301-37:04 Staff Annual 10 Hours of Training Requirement

Code: This rule requires preschool staff members licensed by the department to complete ten annual clock hours, which may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July first to June thirtieth.

Findings: During the inspection and a review of staff files, staff who are licensed by the department did not have documentation of completing the required ODE orientation training.

Corrective Action Plan Due: 06/05/2021

Rules in Compliance/Not Verified

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| Rule: 3301-37:04 Seven Or More Children In Attendance | <i>Compliant</i> |
| Rule: 3301-37:04 Nap Time: Staff Presence | <i>Compliant</i> |
| Rule: 3301-37:04 Nap Time: Staff Able To Summon Other Adults | <i>Compliant</i> |
| Rule: 3301-37:04 Nap Time: Accessible Staff | <i>Compliant</i> |
| Rule: 3301-37:04 Nap Time: Open Wall Space And Staff Supervision | <i>Compliant</i> |
| Rule: 3301-37:05 Supervising Children To And From Play Areas | <i>Compliant</i> |
| Rule: 3301-37:04 Maximum Group Size by age of children | <i>Compliant</i> |



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| Rule: 3301-37:04 Special Education Staff/Child Ratios | <i>Compliant</i> |
| Rule: 3301-37:04 Combined Age Groups | <i>Compliant</i> |
| Rule: 3301-37:04 Nap/Rest Time Ratio | <i>Compliant</i> |
| Rule: 3301-37:05 Maintaining Staff/Child Ratio-Large Motor Space | <i>Compliant</i> |
| Rule: 3301-37:04 Staff Physically Present To Maintain Ratio | <i>Compliant</i> |
| Rule: 3301-37:06 Storage Of Cleaning Supplies | <i>Compliant</i> |
| Rule: 3301-37:06 Sanitizing Cots | <i>Compliant</i> |
| Rule: 3301-37:05 Annual fire Inspection | <i>Compliant</i> |
| Rule: 3301-37:07 Medical and Dental Emergency Postings | <i>Compliant</i> |
| Rule: 3301-37:07 Emergency Phone Numbers | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Chart | <i>Compliant</i> |
| Rule: 3301-37:06 Furniture, Materials, And Equipment | <i>Compliant</i> |
| Rule: 3301-37:07 Record of Drills | <i>Compliant</i> |
| Rule: 3301-37:02 Compliance and Corrective Action | <i>Compliant</i> |
| Rule: 3301-37:06 Cots | <i>Compliant</i> |
| Rule: 3301-37:09 Menus | <i>Compliant</i> |
| Rule: 3301-37:07 Emergency Procedure Postings | <i>Compliant</i> |
| Rule: 3301-37:05 Facility Requirements | <i>Compliant</i> |



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| Rule: 3301-37:05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers | <i>Compliant</i> |
| Rule: 3301-37:05 Large Motor Play Space | <i>Compliant</i> |
| Rule: 3301-37:05 Phone Availability | <i>Compliant</i> |
| Rule: 3301-37:07 Injury Logs | <i>Compliant</i> |
| Rule: 3301-37:04 Nap Time Preparations Complete | <i>Compliant</i> |
| Rule: 3301-37:06 Protective Mats | <i>Compliant</i> |
| Rule: 3301-37:06 Ease Of Reaching Play Materials | <i>Compliant</i> |
| Rule: 3301-37:06 First Aid Supplies | <i>Compliant</i> |
| Rule: 3301-37:09 Snack Nutritional Requirements | <i>Compliant</i> |
| Rule: 3301-37:09 Use Of Powdered Milk For Snacks | <i>Compliant</i> |
| Rule: 3301-37:09 Nutritious Snack Choices Provided | <i>Compliant</i> |
| Rule: 3301-37:09 Meals Provided To Children Who Attend Four Or More Hours | <i>Compliant</i> |
| Rule: 3301-37:09 Meal Nutritional Requirements | <i>Compliant</i> |
| Rule: 3301-37:09 Use Of Powdered Milk For Meals | <i>Compliant</i> |
| Rule: 3301-37:09 Meal Service Time | <i>Compliant</i> |
| Rule: 3301-37:09 Snack Service Time | <i>Compliant</i> |
| Rule: 3301-37:07 Annual Rosters | <i>Compliant</i> |



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| Rule: 3301-37:03 Philosophy and Goals | <i>Compliant</i> |
| Rule: 3301-37:03 Written Curriculum | <i>Compliant</i> |
| Rule: 3301-37:03 Daily Schedule | <i>Compliant</i> |
| Rule: 3301-37:03 Nap/Rest-Time Requirements | <i>Compliant</i> |
| Rule: 3301-37:03 Nap/Rest-Time: Cot Requirements And Flexible Schedule | <i>Compliant</i> |
| Rule: 3301-37:03 Progress Reporting and Parent Conferences | <i>Compliant</i> |
| Rule: 3301-37:03 Parent Handbook | <i>Compliant</i> |
| Rule: 3301-37:08 Attendance Records | <i>Compliant</i> |
| Rule: 3301-37:09 Food License | <i>Compliant</i> |
| Rule: 3301-37:04 Non-guilty/non-Conviction Statement | <i>Compliant</i> |
| Rule: 3301-37:04 Staff Medical Statement | <i>Compliant</i> |
| Rule: 3301-37:04 Additional Background Check for Sex Offender Registry Requirements | <i>Compliant</i> |
| Rule: 3301-37:04 Responsibilities And Onsite Time | <i>Compliant</i> |
| Rule: 3301-37:04 Staff In-service Training | <i>Compliant</i> |
| Rule: 3301-37:04 Director Qualifications | <i>Compliant</i> |
| Rule: 3301-37:04 Special Education Director Qualifications | <i>Compliant</i> |
| Rule: 3301-37:04 Head Teacher Acting As A Director Qualifications | <i>Compliant</i> |
| Rule: 3301-37:04 Teacher Qualifications: Publicly Funded Programs | <i>Compliant</i> |



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| Rule: 3301-37:04 Teacher Qualifications: Operated By Public School | <i>Compliant</i> |
| Rule: 3301-37:04 Head Teacher Qualifications | <i>Compliant</i> |
| Rule: 3301-37:04 Special Education Teacher Qualifications | <i>Compliant</i> |
| Rule: 3301-37:04 Staff In-service Training Areas | <i>Compliant</i> |
| Rule: 3301-37:04 Staff Annual Training Year | <i>Compliant</i> |
| Rule: 3301-37:04 Part-time Staff Training Hour Requirement | <i>Compliant</i> |
| Rule: 3301-37:04 Staff Training Hour Requirement: Associates Degree Or Higher | <i>Compliant</i> |
| Rule: 3301-37:04 In-service Trainer Requirements | <i>Compliant</i> |
| Rule: 3301-37:07 First-aid Training | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Training | <i>Compliant</i> |
| Rule: 3301-37:11 Staff Trained to Recognize Communicable Disease | <i>Compliant</i> |
| Rule: 3301-37:07 Child Abuse Recognition and Prevention Training | <i>Compliant</i> |
| Rule: 3301-37:07 Annual Roster Permission | <i>Compliant</i> |
| Rule: 3301-37:08 Child Medical Statement | <i>Compliant</i> |
| Rule: 3301-37:08 Child Medical Statement Signed By Medical Personnel | <i>Compliant</i> |
| Rule: 3301-37:08 Child medical statement: child with disability | <i>Compliant</i> |
| Rule: 3301-37:08 Cumulative Record | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: Authorization To Administer Medication | <i>Compliant</i> |



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| Rule: 3301-37:08 Health Record: Chronic Health Problems | <i>Compliant</i> |
| Rule: 3301-37:08 Health record: Emergency Medical And Dental Care | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: Emergency Transportation Permission | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: Immunization Record | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: List Of Allergies | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: List Of Diseases | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: List Of Medications | <i>Compliant</i> |
| Rule: 3301-37:08 Health Record: Medical Statement | <i>Compliant</i> |
| Rule: 3301-37:08 Health record: Physician and Dentist Information | <i>Compliant</i> |
| Rule: 3301-37:08 Injury Notification | <i>Compliant</i> |
| Rule: 3301-37:08 Required Cumulative and Immunization Records Due Dates | <i>Compliant</i> |
| Rule: 3301-37 10:Staff Responsibility For Behavior Management/Discipline | <i>Compliant</i> |
| Rule: 3301-37:07 Behavior Management and Discipline Policy | <i>Compliant</i> |
| Rule: 3301-37:07 Admission and Withdrawal Policies | <i>Compliant</i> |
| Rule: 3301-37:07 Developmental Materials And Equipment | <i>Compliant</i> |
| Rule: 3301-37:07 Developmental Planning | <i>Compliant</i> |
| Rule: 3301-37:07 First-aid Facilities and Materials | <i>Compliant</i> |
| Rule: 3301-37:07 Hand washing | <i>Compliant</i> |



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| Rule: 3301-37:07 Health and Safety Procedures | <i>Compliant</i> |
| Rule: 3301-37:07 Health and Safety Procedures: ODE Funded Programs | <i>Compliant</i> |
| Rule: 3301-37:07 Management of Communicable Disease Policy | <i>Compliant</i> |
| Rule: 3301-37:07 Medication Administration Requirements | <i>Compliant</i> |
| Rule: 3301-37:07 Policy Implementation | <i>Compliant</i> |
| Rule: 3301-37:07 Policy Minimum Requirements | <i>Compliant</i> |
| Rule: 3301-37:07 Program Policy Approval | <i>Compliant</i> |
| Rule: 3301-37:07 Program Rosters | <i>Compliant</i> |
| Rule: 3301-37:07 Services to Children With Disabilities | <i>Compliant</i> |
| Rule: 3301-37:07 Staff Awareness of Child Records | <i>Compliant</i> |
| Rule: 3301-37:07 Staff Policies | <i>Compliant</i> |
| Rule: 3301-37:07 Staff Reference Checks | <i>Compliant</i> |
| Rule: 3301-37:07 Supervision Requirements | <i>Compliant</i> |
| Rule: 3301-37:07 Transportation Policies | <i>Compliant</i> |
| Rule: 3301-37:07 Unlimited Parent Access | <i>Compliant</i> |
| Rule: 3301-37:07 Written Policies | <i>Compliant</i> |
| Rule: 3301-37:07 Cumulative Record Requirements | <i>Compliant</i> |
| Rule: 3301-37:07 Injury Procedures | <i>Compliant</i> |



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| Rule: 3301-37:10 Behavior Management/Discipline Policy Ensures Well Being Of Individuals | <i>Compliant</i> |
| Rule: 3301-37:10 Behavior Management/Discipline Policy Requirements | <i>Compliant</i> |
| Rule: 3301-37:10 Discipline Restrictions | <i>Compliant</i> |
| Rule: 3301-37:10 Parents Receive Behavior Management and Discipline Policy | <i>Compliant</i> |
| Rule: 3301-37:10 Staff Receive Behavior Management and Discipline Policy | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Policy | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Policy: Isolating And Discharging An Ill Child | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Policy: Means Of Training Staff | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Policy: Readmittance | <i>Compliant</i> |
| Rule: 3301-37:11 Communicable Disease Policy: Parent Notification Of Illness | <i>Compliant</i> |
| Rule: 3301-37:11 Isolating And Discharging An Ill Child | <i>Compliant</i> |
| Rule: 3301-37:11 Mildly Ill Child Procedures | <i>Compliant</i> |
| Rule: 3301-37:11 Notification To Parents: Exposed To Communicable Disease | <i>Compliant</i> |
| Rule: 3301-37:11 Parent Notification Of Child Illness | <i>Compliant</i> |
| Rule: 3301-37:11 Reasons to isolate and discharge child at some point during the day | <i>Compliant</i> |
| Rule: 3301-37:11 Symptoms of Illness | <i>Compliant</i> |
| Rule: 3301-37:04 Supervision of Children | <i>Compliant</i> |



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| Rule: 3301-37:06 Safe And Sanitary Furniture, Materials, Equipment | <i>Compliant</i> |
| Rule: 3301-37:09 Snack Choices From Two Food Groups | <i>Compliant</i> |
| Rule: 3301-37:06 Electrical Outlets | <i>Compliant</i> |
| Rule: 3301-37:04 Staff Age and Minimum Education Requirements | <i>Compliant</i> |
| Rule: 3301-37:04 Maximum group size exceeded | <i>Compliant</i> |