



| Program Details  |   |                               |
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| Program Type:<br>Pre School                                    | Program Name:<br>Tolles Career & Technical Center | Program Number:<br>1000018305 |
| Address:<br>7877 US Highway 42 S<br><br>Plain City<br>OH 43064 |   | County:<br>MADISON            |
| Organization Name:<br>Tolles Career & Technical Center         | Org IRN:<br>063511                                | Site IRN:<br>063529           |

| Inspection Information    |                           |                                   |
|---------------------------|---------------------------|-----------------------------------|
| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>10/13/2021 | Begin Time:<br>9:50 AM    | End Time:<br>12:00 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             |   |                             |
|---------------------------------|---|-----------------------------|
| Number of Rules Verified: 166   | Number of Rules with Non-Compliances: 2 |                             |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 0        | Low Risk Non-Compliances: 2 |

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



**No Moderate Risk Non-Compliances were observed during this inspection**

## Low Risk Non-Compliances

### Domain: 02 Safe & Sanitary Environment

Rule: 3301-37:05 Annual fire inspection

Code: This rule requires that the program provide written documentation of an annual fire inspection and approval of the facility. Annually means within twelve calendar months of the previous fire inspection.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Corrective Action Plan Due: 12/31/2021

### Domain: 09 Children's Files

Rule: 3301-37:08 Child medical statement

Code: This rule requires that the parent provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means: For children three years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission.

Findings: During the inspection, and a review of children's files, it was determined that a medical was not provided for a child three years old or older within 30 days of admission and/or the examination did not occur within twelve months prior to the date of admission.

Corrective Action Plan Due: 12/31/2021

## Rules in Compliance/Not Verified

**Rule: 3301-37:06 Electrical fans**

*Compliant*

**Rule: 3301-37:02 Written compliance report posted**

*Compliant*



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| <b>Rule: 3301-37:04 Orientation training</b>                             | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Non-guilty non-conviction statement</b>              | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Required background checks</b>                       | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff Medical statement</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff Non-Discrimination</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Director onsite fifty percent of operating hours</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Program operation</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff supervision</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Annual in-service requirements</b>                   | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff with required health and safety trainings</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Substitute requirements</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Play space free of hazards</b>                       | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Director qualifications</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Director responsibilities</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Administrator rules training</b>                     | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Lead teacher assigned</b>                            | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Nontax nonpublic preschool teacher requirements</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Individuals used in ratio</b>                        | <i>Compliant</i> |



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| <b>Rule: 3301-37:04 Staff minimum requirements</b>                               | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Background check updates</b>                                 | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff/child ratio maintained at all times</b>                | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Second adult requirements</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Mixed age group size</b>                                     | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Outdoor play space</b>                                       | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Space heaters</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Cleaning and sanitizing supplies</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Safe handling, storage, and disposal of bio-contaminants</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Materials selected independently</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Adequate first-aid supplies</b>                              | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Cot or Mat requirements</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Governing body written policies</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Program policies and procedures</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Appropriate policies for children</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Staff policies</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Policies address children's cumulative records</b>           | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Developmentally appropriate program planning</b>             | <i>Compliant</i> |



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| <b>Rule: 3301-37:07 Health and safety procedures</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Organized school health services</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Emergency procedure postings and records</b>                                     | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Immunization records and emergency medical authorization requirements</b>        | <i>Compliant</i> |
| <b>Rule: 3301-37-08 List of allergies and treatment</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Parent notification of illness</b>                  | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable disease chart posted</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements</b>                | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation</b>               | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease</b>              | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable disease policy: Training staff</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Safe play space available</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Discipline restrictions</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Reporting abuse policy</b>   | <i>Compliant</i> |



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| <b>Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent</b>                             | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Staff receive discipline policy</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Admission procedures</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Parent Roster</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Behavior management/discipline policy requirements</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Communicable Disease Policy requirements</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Transportation and field trip policies</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Immunization records</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Unlimited parent access</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements</b> | <i>Compliant</i> |
| <b>Rule: 3301-37-08 List of chronic physical problems and history of hospitalization</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 List of child diseases</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Names and telephone numbers of physician and dentist</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Emergency medical and dental care transportation</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Daily attendance records</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Injury report</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Family Educational Rights and Privacy Act</b>  | <i>Compliant</i> |



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| <b>Rule: 3301-37:09 Food license</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Parent Roster permission</b>                            | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Staff responsibility for discipline</b>                 | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Written discipline policy requirements</b>              | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Menus</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Discipline policy ensures well being of individuals</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Children supervised during travel times</b>             | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Preschool/school age mixed group</b>                    | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Ratio maintained at all times</b>                       | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Center cleaning and sanitizing</b>                      | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Electrical outlets</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Phone available</b>                                     | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Smoking prohibited</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Safe and sanitary equipment and materials</b>           | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Protective Mats</b>                                     | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Potty chair requirements</b>                            | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Emergency numbers posting</b>                           | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Medical and dental emergency procedure posting</b>      | <i>Compliant</i> |



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| <b>Rule: 3301-37:05 Room divided by barrier</b>                                       | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Square footage and maximum capacity</b>                           | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Exclusive use of preschool space</b>                              | <i>Compliant</i> |
| <b>Rule: 3301-37:05 Indoor space minimum requirements</b>                             | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Handwashing and disposable towels or air hand dryer available</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Choice of two required food groups for snack</b>                  | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Modified diet accommodations</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Nutritious snack choices provided to parents</b>                  | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Screen time during meal or snack time</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Snack nutritional requirements</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Snack service time</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Use of powdered milk</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:03 Daily Schedule</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Licensed staff in-service requirement</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Part-time staff in-service requirement</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Children observed for communicable disease upon</b>               | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Supervising grounds, play areas, and other facilities</b>         | <i>Compliant</i> |





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| <b>Rule: 3301-37:07 Written medication policy requirements</b>                          | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Written procedures for incident and injury reporting</b>            | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Policy regarding providing food when parent does not provide it</b> | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Cumulative record requirements</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37-08 Medication authorization</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:03 Developmental progress and parent teacher conferences</b>           | <i>Compliant</i> |
| <b>Rule: 3301-37:03 Parent handbook</b>   | <i>Compliant</i> |