



Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Clark Center	Program Number: 1000018311
Address: 1500 W Jefferson St Springfield OH 45506		County: CLARK
Organization Name: Springfield City School District	Org IRN: 044818	Site IRN: 011711

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 04/11/2022	Begin Time: 8:30 AM	End Time: 3:30 PM
Visit Date: 04/12/2022	Begin Time: 8:45 AM	End Time: 6:00 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: 176	Number of Rules with Non-Compliances: 15	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 5	Low Risk Non-Compliances: 16

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



Moderate Risk Non-Compliances

Domain: 07 Diapering & Infant Care

Rule: 3301-37:06 Crib or cot assignment

Code: This rule requires that children over thirty-five inches tall shall be assigned to use a cot.

Findings: During the inspection, it was observed that children over thirty-five inches tall were not assigned to use a cot. In one classroom, the teacher was not using the cots that were assigned to the children. The children were observed napping on the floor and/or carpet area. Video was being shown during nap time.

Corrective Action Plan Due: 06/08/2022

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to meet the requirements as prescribed in section 3301.541 of the Revised Code and if applicable, rehabilitation criteria as described in rules 3301-20-01 and 3301-20-03 of the Administrative Code

Findings: During the inspection and review of staff files, a substitute did not have evidence of criminal background checks that meet the requirements. Three substitutes did not have evidence of BCI/FBI in their file.

Corrective Action Plan Due: 06/08/2022

Domain: 08 Staff Files

Rule: 3301-37:04 Background check updates

Code: This rule requires a director and preschool staff member to provide evidence of criminal record checks and five-year updates that meet the requirements as prescribed in section 3301.541 of the Revised Code and if applicable, rehabilitation criteria as described in rules 3301-20-01 and 3301-20-03 of the Administrative Code.

Findings: During the inspection and review of staff files, background checks were not updated every five years. Three staff members have BCI/FBI checks that had expired.

Corrective Action Plan Due: 06/08/2022

Domain: 08 Staff Files

Rule: 3301-37:04 Required background checks

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to meet the requirements as prescribed in section 3301.541 of the Revised Code and if applicable, rehabilitation criteria as described in rules 3301-20-01 and 3301-20-03 of the Administrative Code.



Findings: During the inspection and review of staff files, individuals used in ratio did not have evidence of criminal background checks that meet the requirements. 19 staff members did not have evidence of a BCI/FBI criminal background check in their staff file.

Corrective Action Plan Due: 06/08/2022

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes to meet the staffing requirements.

Findings: During the inspection and review of staff files, substitutes verified during the annual visit did not have documentation to meet requirements.

Corrective Action Plan Due: 06/08/2022

Low Risk Non-Compliances

Domain: 03 Postings & Equipment

Rule: 3301-37:07 Medical and dental emergency procedure posting

Code: This rule requires posting medical and dental emergency procedures in each preschool classroom and by each telephone.

Findings: During the inspection, it was determined that policies did not require posting medical and dental emergency procedures in each preschool classroom and by each telephone. In many of the classrooms, the procedures were not posted by the telephone. The procedures were posted in other areas of the classroom.

Domain: 03 Postings & Equipment

Rule: 3301-37:09 Menus

Code: This rule requires the program to post all menus for meals and snacks served by the program in a conspicuous place and any substitute foods should be from the same food group and recorded on the day of the substitution.

Findings: During the inspection, current menus for the week were not posted in a conspicuous place for all meals and snacks served and substitute foods were not recorded on the day of the substitution. Parents or staff provide snacks. Snack menu is not posted after snacks are served.

Domain: 03 Postings & Equipment

Rule: 3301-37:06 Cot or Mat requirements

Code: This rule requires that children are not permitted to rest, nap, or sleep on the floor without a cot or mat.



Findings: During the inspection, it was observed that children are permitted to rest, nap, or sleep on the floor without a cot or mat. One classroom did not provide cots for the children during nap time. Children were napping on the floor while watching a video. Teacher stated "children were too big for cots."

Domain: 05 Health & Safety

Rule: 3301-37:09 Snack nutritional requirements

Code: This rule requires programs to provide snacks in quantity, variety and quality in accordance with required daily allowance as prescribed by federal requirements.

Findings: During the inspection, the program did not provide snacks of quantity, variety and quality in accordance with required daily allowance as prescribed by federal requirements. Even though snacks are not required in half day programs, the snacks that are provided by staff/parents do not meet the required daily allowance as prescribed by federal requirements. One half-day classroom did not provide snacks at all.

Domain: 05 Health & Safety

Rule: 3301-37:09 Choice of two required food groups for snack

Code: This rule requires programs to provide snack with a choice from at least two of the food groups including meat/meat-equivalent group, bread/bread-alternative group, milk group, fruit, or vegetable group.

Findings: During the inspection, the program provided snack that did not include a choice from at least two food groups from the required list. Snacks are provided by parents/staff. Snacks that are provided do not include at least two food groups.

Domain: 05 Health & Safety

Rule: 3301-37:06 Adequate first-aid supplies

Code: This rule requires that adequate first-aid supplies be readily available at all times the program is in operation.

Findings: During the inspection, it was observed that adequate first-aid supplies not readily available at all times the program is in operation. Not all classrooms had ADEQUATE first-aid supplies, specifically band-aids, available. Many classrooms only had a couple band-aids in the first -aid kit.

Domain: 06 Program Information



Rule: 3301-37:03 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes how to obtain copies of inspection reports. Parent handbook did not provide parents with information about how to obtain a copy of the inspection report

Domain: 08 Staff Files

Rule: 3301-37:04 Staff minimum requirements

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in the ratio is obligated to have evidence that they have a high school diploma, GED or high school equivalency.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of a high school diploma or equivalent on file and available for review. Five staff members did not have evidence of their highest level of education.

Domain: 08 Staff Files

Rule: 3301-37:04 Individuals used in ratio

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in the ratio is obligated to have required documentation on file.

Findings: During the inspection and a review of staff files, individuals used in ratio did not have documentation to meet requirements. A therapist removed a child from the classroom for therapy. If a therapist is going to be alone with a child, s/he is required to have the same documentation as a classroom staff member.

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, substitutes did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date. Two substitutes did not evidence of preschool orientation.



Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence of a signed medical statement.

Findings: During the inspection and review of staff files, a substitute did not have evidence of a signed medical statement on or before the first day of employment. One staff members did not have evidence of a medical statement on file.

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes to have evidence on file that individuals in public school districts, county board of developmental disabilities, educational service centers and community schools have an appropriate substitute license as prescribed in section 3319.226 of the Revised Code.

Findings: During the inspection and review of staff files, a substitute did not have evidence on file of an appropriate license.

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes to meet minimum requirements for the position for which they are substituting in accordance with section 3319.226 of the Revised Code.

Findings: During the inspection and review of staff files, a substitute did not meet requirements for the position in which they are substituting. Substitutes did not have evidence of ODE issued license in their file.

Domain: 08 Staff Files

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence that they have a high school diploma, GED or high school equivalency.



Findings: During the inspection and review of staff files, substitutes used in ratio did not have documentation of a high school diploma or equivalent on file and available for review. Three substitutes did not have evidence of highest level of education.

Domain: 08 Staff Files

Rule: 3301-37:04 Orientation training

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date. Eight state members did not have evidence of completing ODE Licensing Orientation. One staff member completed the wrong orientation. (AG)

Domain: 08 Staff Files

Rule: 3301-37:04 Non-guilty non-conviction statement

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have a signed non-guilty non-conviction statement on a prescribed form signed annually.

Findings: During the inspection and review of staff files, individuals used in ratio did not have a non-guilty non-conviction statement signed annually. Two staff members did not have a non-guilty/non-conviction statement in their staff file.

Rules in Compliance/Not Verified

Rule: 3301-37:02 Written compliance report posted	<i>Compliant</i>
Rule: 3301-37:04 Staff Medical statement	<i>Compliant</i>
Rule: 3301-37:04 Staff Non-Discrimination	<i>Compliant</i>



Rule: 3301-37:04 Director onsite fifty percent of operating hours	<i>Compliant</i>
Rule: 3301-37:04 Program operation	<i>Compliant</i>
Rule: 3301-37:04 Staff supervision	<i>Compliant</i>
Rule: 3301-37:04 Annual in-service requirements	<i>Compliant</i>
Rule: 3301-37:04 Staff with required health and safety trainings	<i>Compliant</i>
Rule: 3301-37:05 Play space free of hazards	<i>Compliant</i>
Rule: 3301-37:04 Director qualifications	<i>Compliant</i>
Rule: 3301-37:04 Director responsibilities	<i>Compliant</i>
Rule: 3301-37:04 Administrator rules training	<i>Compliant</i>
Rule: 3301-37:04 Lead teacher assigned	<i>Compliant</i>
Rule: 3301-37:04 Public preschool general education teacher requirements	<i>Compliant</i>
Rule: 3301-37:04 Special education teacher requirements	<i>Compliant</i>
Rule: 3301-37:04 Staff/child ratio maintained at all times	<i>Compliant</i>
Rule: 3301-37:04 Ratio and Group size: General education or co-taught classroom	<i>Compliant</i>
Rule: 3301-37:04 Ratio and Group size: Integrated classroom	<i>Compliant</i>
Rule: 3301-37:04 Preschool special education law requirements	<i>Compliant</i>
Rule: 3301-37:04 Intervention specialist caseload	<i>Compliant</i>
Rule: 3301-37:04 Second adult requirements	<i>Compliant</i>



Rule: 3301-37:04 Ratio and Group size: Special education classroom	<i>Compliant</i>
Rule: 3301-37:04 Mixed age group size	<i>Compliant</i>
Rule: 3301-37:05 Outdoor play space	<i>Compliant</i>
Rule: 3301-37:06 Cleaning and sanitizing supplies	<i>Compliant</i>
Rule: 3301-37:06 Materials selected independently	<i>Compliant</i>
Rule: 3301-37:07 Governing body written policies	<i>Compliant</i>
Rule: 3301-37:07 Program policies and procedures	<i>Compliant</i>
Rule: 3301-37:07 Appropriate policies for children	<i>Compliant</i>
Rule: 3301-37:07 Staff policies	<i>Compliant</i>
Rule: 3301-37:07 Policies address children's cumulative records	<i>Compliant</i>
Rule: 3301-37:07 Developmentally appropriate program planning	<i>Compliant</i>
Rule: 3301-37:07 Health and safety procedures	<i>Compliant</i>
Rule: 3301-37:07 Organized school health services	<i>Compliant</i>
Rule: 3301-37:07 Emergency procedure postings and records	<i>Compliant</i>
Rule: 3301-37:07 Immunization records and emergency medical authorization requirements	<i>Compliant</i>
Rule: 3301-37:08 List of allergies and treatment	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Parent notification of illness	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	<i>Compliant</i>



Rule: 3301-37:11 Communicable disease chart posted	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease	<i>Compliant</i>
Rule: 3301-37:12 Diapering requirements	<i>Compliant</i>
Rule: 3301-37:12 Diaper storage	<i>Compliant</i>
Rule: 3301-37:12 Soiled diapers storage/laundrying	<i>Compliant</i>
Rule: 3301-37:11 Communicable disease policy: Training staff	<i>Compliant</i>
Rule: 3301-37:05 Safe play space available	<i>Compliant</i>
Rule: 3301-37:10 Discipline restrictions	<i>Compliant</i>
Rule: 3301-37:10 Reporting abuse policy	<i>Compliant</i>
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	<i>Compliant</i>
Rule: 3301-37:10 Staff receive discipline policy	<i>Compliant</i>
Rule: 3301-37:07 Admission procedures	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster	<i>Compliant</i>



Rule: 3301-37:07 Behavior management/discipline policy requirements	<i>Compliant</i>
Rule: 3301-37:07 Communicable Disease Policy requirements	<i>Compliant</i>
Rule: 3301-37:07 Transportation and field trip policies	<i>Compliant</i>
Rule: 3301-37-08 Immunization records	<i>Compliant</i>
Rule: 3301-37:07 Unlimited parent access	<i>Compliant</i>
Rule: 3301-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	<i>Compliant</i>
Rule: 3301-37-08 List of chronic physical problems and history of hospitalization	<i>Compliant</i>
Rule: 3301-37-08 List of child diseases	<i>Compliant</i>
Rule: 3301-37-08 Names and telephone numbers of physician and dentist	<i>Compliant</i>
Rule: 3301-37-08 Emergency medical and dental care transportation	<i>Compliant</i>
Rule: 3301-37-08 Daily attendance records	<i>Compliant</i>
Rule: 3301-37-08 Injury report	<i>Compliant</i>
Rule: 3301-37-08 Family Educational Rights and Privacy Act	<i>Compliant</i>
Rule: 3301-37-08 McKinney-Vento Homeless Assistance Act	<i>Compliant</i>
Rule: 3301-37:09 Food license	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster permission	<i>Compliant</i>
Rule: 3301-37:10 Staff responsibility for discipline	<i>Compliant</i>



Rule: 3301-37:10 Written discipline policy requirements	<i>Compliant</i>
Rule: 3301-37:10 Discipline policy ensures well being of individuals	<i>Compliant</i>
Rule: 3301-37:02 Preschool application submission	<i>Compliant</i>
Rule: 3301-37:02 Preschool information reported in Education Management Information System	<i>Compliant</i>
Rule: 3301-37:05 Children supervised during travel times	<i>Compliant</i>
Rule: 3301-37:04 Nap/rest time ratio requirements	<i>Compliant</i>
Rule: 3301-37:04 Preschool/school age mixed group	<i>Compliant</i>
Rule: 3301-37:05 Ratio maintained at all times	<i>Compliant</i>
Rule: 3301-37:05 Annual fire inspection	<i>Compliant</i>
Rule: 3301-37:05 Center cleaning and sanitizing	<i>Compliant</i>
Rule: 3301-37:05 Electrical outlets	<i>Compliant</i>
Rule: 3301-37:05 Phone available	<i>Compliant</i>
Rule: 3301-37:05 Smoking prohibited	<i>Compliant</i>
Rule: 3301-37:06 Safe and sanitary equipment and materials	<i>Compliant</i>
Rule: 3301-37:07 Emergency numbers posting	<i>Compliant</i>
Rule: 3301-37:05 Square footage and maximum capacity	<i>Compliant</i>
Rule: 3301-37:05 Exclusive use of preschool space	<i>Compliant</i>
Rule: 3301-37:05 Indoor space minimum requirements	<i>Compliant</i>



Rule: 3301-37:07 Handwashing and disposable towels or air hand dryer available	<i>Compliant</i>
Rule: 3301-37:09 Modified diet accommodations	<i>Compliant</i>
Rule: 3301-37:09 Nutritious snack choices provided to parents	<i>Compliant</i>
Rule: 3301-37:09 Screen time during meal or snack time	<i>Compliant</i>
Rule: 3301-37:09 Snack service time	<i>Compliant</i>
Rule: 3301-37:09 Snacks and meals to children attending four or more hours	<i>Compliant</i>
Rule: 3301-37:03 Daily Schedule	<i>Compliant</i>
Rule: 3301-37:03 Nap/Rest-Time Requirements	<i>Compliant</i>
Rule: 3301-37:04 Licensed staff in-service requirement	<i>Compliant</i>
Rule: 3301-37:04 Substitute providing IEP services	<i>Compliant</i>
Rule: 3301-37:11 Children observed for communicable disease upon	<i>Compliant</i>
Rule: 3301-37:07 Supervising grounds, play areas, and other facilities	<i>Compliant</i>
Rule: 3301-37:07 Written medication policy requirements	<i>Compliant</i>
Rule: 3301-37:07 Written procedures for incident and injury reporting	<i>Compliant</i>
Rule: 3301-37:09 Policy regarding providing food when parent does not provide it	<i>Compliant</i>
Rule: 3301-37:08 Child medical statement	<i>Compliant</i>
Rule: 3301-37:08 Cumulative record requirements	<i>Compliant</i>
Rule: 3301-37:08 Medication authorization	<i>Compliant</i>



Rule: 3301-37:03 Developmental progress and parent teacher conferences	<i>Compliant</i>
Rule: 3301-37:03 Written curriculum adopted and aligned	<i>Compliant</i>
Rule: 3301-37:06 Furniture and equipment	<i>Compliant</i>
Rule: 3301-37:05 Public access areas	<i>Compliant</i>
Rule: 3301-37:05 Infant and non-ambulatory child approved rooms	<i>Compliant</i>
Rule: 3301-37:04 Approved trainer requirements	<i>Compliant</i>
Rule: 3301-37-08 Child medical signed by licensed physician	<i>Compliant</i>
Rule: 3301-37:03 Written philosophy and goals	<i>Compliant</i>
Rule: 3301-37:07 Parent permission for topical products	<i>Compliant</i>