



| Program Details   |   |                               |
|---|---|-------------------------------|
| Program Type:<br>Pre School                             | Program Name:<br>Early Learning Village | Program Number:<br>1000019929 |
| Address:<br>27000 Elinore Ave<br><br>Euclid<br>OH 44132 |   | County:<br>CUYAHOGA           |
| Organization Name:<br>Euclid City                       | Org IRN:<br>043950                      | Site IRN:<br>118844           |

| Inspection Information    |                           |                                   |
|---------------------------|---------------------------|-----------------------------------|
| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>04/26/2021 | Begin Time:<br>9:15 AM    | End Time:<br>3:15 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: 192   | Number of Rules with Non-Compliances: 12 |                              |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1         | Low Risk Non-Compliances: 11 |

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



**Domain: 08 Staff Files**

Rule: 3301-37:04 Additional Background Check for Sex Offender Registry Requirements

Code: "This rule requires that staff are to have national and state sex offender registries and Statewide Automated Child Welfare Information System (SACWIS) (child abuse and neglect) registry background checks per Child Care and Development Block Grant Act of 2014 for programs contracted to provide Publicly Funded Child Care services and ODE licensed Head Start programs.

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Findings: On the day of the inspection, staff members working in a program receiving Head Start funding did not have evidence of the additional background checks.

Corrective Action Plan Due: 06/16/2021

**Low Risk Non-Compliances**

**Domain: 03 Postings & Equipment**

Rule: 3301-37:07 Medical and Dental Emergency Postings

Code: This rule requires a program to have medical and dental emergency policies and procedures posted in each preschool room and by each telephone and making such available to school personnel, children, and parents.

Findings: During the inspection it was observed that medical and dental emergency policies and procedures were not posted in each classroom.

Corrective Action Plan Due: 06/16/2021

**Domain: 06 Program Information**

Rule: 3301-37:07 Annual Rosters

Code: This rule requires a program to prepare at least annually for each group of children 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.

Findings: All classrooms did not have a completed roster to provide to parents based on the roster permission parents provide in the student files. Parent rosters should only include information verified through the permission form.

Corrective Action Plan Due: 06/16/2021

**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 member did not have BCII & FBI five year updates on file.

Corrective Action Plan Due: 06/16/2021

**Domain: 08 Staff Files**

Rule: 3301-37:04 Staff Medical Statement

Code: This rule requires preschool staff members to have a medical statement on file.

Findings: During the inspection and review of staff files one or more staff members did not have a medical statement on file.

Corrective Action Plan Due: 06/16/2021

**Domain: 08 Staff Files**

Rule: 3301-37:04 Non-guilty/non-Conviction Statement

Code: This rule requires preschool staff, non-teaching employees, and volunteers to annually sign a non-guilty/non-conviction statement on a prescribed form.

Findings: During the inspection and review of staff records one or more staff members did not have a signed non-guilty non-conviction statement.

Corrective Action Plan Due: 06/16/2021

**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 ten annual clock hours of inservice annually (July 1-June 30). All staff must also complete the ODE licensing orientation training through OCCRRA and maintain documentation in the staff file.

Corrective Action Plan Due: 06/16/2021

**Domain: 08 Staff Files**



**Rule: 3301-37:07 Child Abuse Recognition and Prevention Training**

**Code:** This rule requires that each building is to have readily available at all times at least one preschool staff member who has completed a child abuse recognition and prevention course based on an approved curriculum.

**Findings:** On the day of the inspection, no staff member with a current child abuse recognition and prevention course based on an approved curriculum was onsite during the time that children were in attendance.

**Corrective Action Plan Due:** 06/16/2021

**Domain: 09 Children's Files**

**Rule: 3301-37:08 Child Medical Statement**

**Code:** This rule requires the parent to provide, prior to 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.

**Findings:** A review of children records indicated that some medical statements were more than thirteen months old and some children did not have a medical statement present.

**Corrective Action Plan Due:** 06/16/2021

**Domain: 09 Children's Files**

**Rule: 3301-37:08 Health Record: Immunization Record**

**Code:** This rule requires the health record of each child to include immunization record as required by section 3313.67 of the Revised Code and which record includes immunizations required by section 3313.671 of the Revised Code.

**Findings:** A review of children health records revealed immunization records were not on file for each child by the first day of attendance.

**Corrective Action Plan Due:** 06/16/2021

**Domain: 10 Written Policies & Procedures**

**Rule: 3301-37:11 Mildly Ill Child Procedures**

**Code:** This rule requires the written communicable disease policy to include procedures regarding the care of a mildly ill child. 'Mildly ill child' means a child who is experiencing minor common cold symptoms, does not feel well enough to participate in activities, but who is not exhibiting any communicable disease symptoms.

**Findings:** The communicable disease policy did not include provisions regarding the care of a mildly ill child. 'Mildly ill child' means a child who is experiencing minor common cold symptoms, does not feel well enough to participate in activities, but who is not exhibiting any communicable disease symptoms.



Corrective Action Plan Due: 06/16/2021

**Domain: 10 Written Policies & Procedures**

Rule: 3301-37:11 Symptoms of Illness

Code: This rule requires a child with a stiff neck to be immediately isolated and discharged to his parent or guardian..

Findings: A stiff neck and sore throat or difficulty swallowing were not listed as symptoms of illness in the communicable disease management policy.

Corrective Action Plan Due: 06/16/2021

**Rules in Compliance/Not Verified**

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|---|---------------------|
| <b>Rule: 3301-37:04 Seven Or More Children In Attendance</b>            | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Supervising Children To And From Play Areas</b>     | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Maximum Group Size by age of children</b>           | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Special Education Staff/Child Ratios</b>            | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Combined Age Groups</b>                             | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Maintaining Staff/Child Ratio-Large Motor Space</b> | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Staff Physically Present To Maintain Ratio</b>      | <i>Compliant</i>    |
| <b>Rule: 3301-37:06 Storage Of Cleaning Supplies</b>                    | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Annual fire Inspection</b>                          | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 Emergency Phone Numbers</b>                         | <i>Not Verified</i> |
| <b>Rule: 3301-37:11 Communicable Disease Chart</b>                      | <i>Compliant</i>    |



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| <b>Rule: 3301-37:06 Furniture, Materials, And Equipment</b>                               | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 Record of Drills</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:02 Compliance and Corrective Action</b>                                  | <i>Not Verified</i> |
| <b>Rule: 3301-37:09 Menus</b>   | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 Emergency Procedure Postings</b>                                      | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Facility Requirements</b>   | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers</b> | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Large Motor Play Space</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:05 Phone Availability</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 Injury Logs</b>   | <i>Compliant</i>    |
| <b>Rule: 3301-37:06 Protective Mats</b>   | <i>Compliant</i>    |
| <b>Rule: 3301-37:06 Ease Of Reaching Play Materials</b>                                   | <i>Compliant</i>    |
| <b>Rule: 3301-37:06 First Aid Supplies</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Snack Nutritional Requirements</b>                                    | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Nutritious Snack Choices Provided</b>                                 | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Meals Provided To Children Who Attend Four Or More Hours</b>          | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Meal Nutritional Requirements</b>                                     | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Meal Service Time</b>   | <i>Compliant</i>    |



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| <b>Rule: 3301-37:09 Snack Service Time</b>                                | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Philosophy and Goals</b>                              | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Written Curriculum</b>                                | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Daily Schedule</b>                                    | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Progress Reporting and Parent Conferences</b>         | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Parent Handbook</b>                                   | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Attendance Records</b>                                | <i>Compliant</i>    |
| <b>Rule: 3301-37:09 Food License</b>                                      | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Responsibilities And Onsite Time</b>                  | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Staff In-service Training</b>                         | <i>Not Verified</i> |
| <b>Rule: 3301-37:04 Director Qualifications</b>                           | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Special Education Director Qualifications</b>         | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Teacher Qualifications: Publicly Funded Programs</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Teacher Qualifications: Operated By Public School</b> | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Head Teacher Qualifications</b>                       | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Special Education Teacher Qualifications</b>          | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Public School Substitute Qualifications</b>           | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Staff In-service Training Areas</b>                   | <i>Compliant</i>    |



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| <b>Rule: 3301-37:04 Staff Annual Training Year</b>                                   | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Part-time Staff Training Hour Requirement</b>                    | <i>Compliant</i>    |
| <b>Rule: 3301-37:04 Staff Training Hour Requirement: Associates Degree Or Higher</b> | <i>Not Verified</i> |
| <b>Rule: 3301-37:04 In-service Trainer Requirements</b>                              | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 First-aid Training</b>   | <i>Compliant</i>    |
| <b>Rule: 3301-37:11 Communicable Disease Training</b>                                | <i>Compliant</i>    |
| <b>Rule: 3301-37:11 Staff Trained to Recognize Communicable Disease</b>              | <i>Compliant</i>    |
| <b>Rule: 3301-37:07 Annual Roster Permission</b>                                     | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Child Medical Statement Signed By Medical Personnel</b>          | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Child medical statement: child with disability</b>               | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Cumulative Record</b>  | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: Authorization To Administer Medication</b>        | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: Chronic Health Problems</b>                       | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health record: Emergency Medical And Dental Care</b>             | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: Emergency Transportation Permission</b>           | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: List Of Allergies</b>                             | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: List Of Diseases</b>                              | <i>Compliant</i>    |
| <b>Rule: 3301-37:08 Health Record: List Of Medications</b>                           | <i>Compliant</i>    |



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| <b>Rule: 3301-37:08 Health Record: Medical Statement</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:08 Health record: Physician and Dentist Information</b>        | <i>Compliant</i> |
| <b>Rule: 3301-37:08 Injury Notification</b>                                     | <i>Compliant</i> |
| <b>Rule: 3301-37:08 Required Cumulative and Immunization Records Due Dates</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37 10:Staff Responsibility For Behavior Management/Discipline</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Behavior Management and Discipline Policy</b>               | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Admission and Withdrawal Policies</b>                       | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Developmental Materials And Equipment</b>                   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Developmental Planning</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 First-aid Facilities and Materials</b>                      | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Hand washing</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Health and Safety Procedures</b>                            | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Health and Safety Procedures: ODE Funded Programs</b>       | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Management of Communicable Disease Policy</b>               | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Medication Administration Requirements</b>                  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Policy Implementation</b>                                   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Policy Minimum Requirements</b>                             | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Program Policy Approval</b>                                 | <i>Compliant</i> |



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| <b>Rule: 3301-37:07 Program Rosters</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Services to Children With Disabilities</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Staff Awareness of Child Records</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Staff Policies</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Staff Reference Checks</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Supervision Requirements</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Transportation Policies</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Unlimited Parent Access</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Written Policies</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07 Cumulative Record Requirements</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:07: Injury Procedures</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Behavior Management/Discipline Policy Ensures Well Being Of Individuals</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Behavior Management/Discipline Policy Requirements</b>                      | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Discipline Restrictions</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Parents Receive Behavior Management and Discipline Policy</b>               | <i>Compliant</i> |
| <b>Rule: 3301-37:10 Staff Receive Behavior Management and Discipline Policy</b>                 | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Isolating And Discharging An Ill Child</b>     | <i>Compliant</i> |



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| <b>Rule: 3301-37:11 Communicable Disease Policy: Means Of Training Staff</b>                | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Communicable Disease Policy: Readmittance</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 Isolating And Discharging An Ill Child</b>                              | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Notification To Parents: Exposed To Communicable Disease</b>            | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Parent Notification Of Child Illness</b>                                | <i>Compliant</i> |
| <b>Rule: 3301-37:11 Reasons to isolate and discharge child at some point during the day</b> | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Supervision of Children</b>   | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Safe And Sanitary Furniture, Materials, Equipment</b>                   | <i>Compliant</i> |
| <b>Rule: 3301-37:09 Snack Choices From Two Food Groups</b>                                  | <i>Compliant</i> |
| <b>Rule: 3301-37:06 Electrical Outlets</b>  | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Staff Age and Minimum Education Requirements</b>                        | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Maximum group size exceeded</b>   | <i>Compliant</i> |