



Program Details		
Program Type: School Age Child Care	Program Name: Westside Academy	Program Number: 1000020757
Address: 4330 Clime Rd North Columbus OH 43228		County: FRANKLIN
Organization Name: Westside Academy	Org IRN: 000875	Site IRN: 000875

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 06/17/2021	Begin Time: 9:50 AM	End Time: 12:05 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: 143	Number of Rules with Non-Compliances: 8	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 0	Low Risk Non-Compliances: 8

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



No Moderate Risk Non-Compliances were observed during this inspection

Low Risk Non-Compliances

Domain: 03 Postings & Equipment

Rule: 3301-32:04 Emergency Phone Numbers

Code: This rule requires that emergency service phone numbers must be posted in a visible and readily accessible location for program staff.

Findings: On the day of the inspection emergency service phone numbers were not posted and readily accessible to program staff.

Domain: 03 Postings & Equipment

Rule: 3301-32:10 License, Compliance Report, and Corrective Action Plan

Code: This rule requires the program to post its license to operate a program, the most recent compliance report and corrective action plan in a conspicuous place.

Findings: During the inspection, the most recent compliance report was not posted. It is to be posed in a conspicuous place.

Domain: 03 Postings & Equipment

Rule: 3301-32:06 Emergency Plan

Code: This rule requires programs to have an emergency plan. Staff are to have training and annual review of the emergency plan. The plan is to include medical, dental, and general emergencies due to environmental conditions, threats of violence, natural disasters such as fire, tornado, flood and loss of power, heat, or water.

Findings: At the time of the inspection there was no emergency plan available for review.



Domain: 03 Postings & Equipment

Rule: 3301-32:06 Emergency Drill practice

Code: This rule requires children to have drill practice at least once per quarter during the school year and at least once during the summer program. Drill practice is to demonstrate appropriate procedures and behavior during an emergency where the program is located.

Findings: On the day of the inspection there was no evidence or documentation of quarterly drill practices.

Domain: 08 Staff Files

Rule: 3301-32:02 Staff In-Service Training Areas

Code: This rule states that in-service training topics may include, but not be limited to, first-aid certification, CPR, child abuse recognition and prevention, management of communicable disease, behavior management, school child curriculum, space and environment designs, working with families, children with special needs, child growth and development, and administration of a school child program.

Findings: During the inspection and a review of staff files, all staff did not accumulate in-service hours in approved training areas.

*** All staff members need to complete the ODE Orientation Training for Preschool and SACC Staff Members.

Domain: 08 Staff Files

Rule: 3301-32:02 Staff Medical Statements

Code: This rule requires that staff have a medical examination completed prior to employment have it kept on file and updated according to program policies.

Findings: On the day of the inspection all staff did not have a medical examination completed and on file.

Domain: 08 Staff Files

Rule: 3301-32:02 Non-guilty / Non-conviction Statement

Code: This rule requires that staff non-guilty/non-conviction statements are to be signed annually.

Findings: On the day of the inspection all staff, volunteers, and responsible individuals did not have the required signed non-guilty/non-conviction statement on file. Statements are to be signed annually.



Domain: 09 Children's Files

Rule: 3301-32:10 Child Information: Physician/Dentist

Code: This rule requires individual child records to include the name and telephone number of the child's physician, dentist, or other health care providers.

Findings: During the inspection and a review of child records, individual records did not include the name and telephone number of the child's physician, dentist, or other health care providers.

Rules in Compliance/Not Verified

Rule: 3301-32:02 Program Assistant Qualifications	<i>Compliant</i>
Rule: 3301-32:02 Staff In-Service Documentation Requirements	<i>Compliant</i>
Rule: 3301-32:02 Staff In-Service Requirements	<i>Compliant</i>
Rule: 3301-32:02 Unqualified Trainer Restrictions	<i>Compliant</i>
Rule: 3301-32:02 Updating First Aid, CPR, Child Abuse Recognition and Communicable Disease Training	<i>Compliant</i>
Rule: 3301-32:02 Approved Trainer Qualifications	<i>Compliant</i>
Rule: 3301-32:02 Use Of Non Qualified staff Members and Expectations	<i>Compliant</i>
Rule: 3301-32:03 Staff First Aid, CPR, Child Abuse and Communicable Disease Training Certification	<i>Compliant</i>
Rule: 3301-32:02 Staff In-Service Requirements: Associate Degree Or Higher	<i>Compliant</i>
Rule: 3301-32:10 Excluding Ill Children And Reporting Communicable Diseases	<i>Compliant</i>
Rule: 3301-32:02 Volunteer Used As Staff	<i>Compliant</i>



Rule: 3301-32:02 Staff In-Service Training Sources	<i>Compliant</i>
Rule: 3301-32:03 Supervision Plan: Summoning Another Adult When Children Are Outdoors	<i>Compliant</i>
Rule: 3301-32:03 Supervision Plan: Child Leaves Program For Activities	<i>Compliant</i>
Rule: 3301-32:03 Accessibility of staff	<i>Compliant</i>
Rule: 3301-32:03 Maximum Group Size	<i>Compliant</i>
Rule: 3301-32:03 Staff/Child Ratios	<i>Compliant</i>
Rule: 3301-32:04 Condition Of Furniture And Equipment	<i>Compliant</i>
Rule: 3301-32:05 Ombudsman Information	<i>Compliant</i>
Rule: 3301-32:08 Communicable Disease Chart	<i>Compliant</i>
Rule: 3301-32:05 Developmentally Appropriate Equipment And Materials	<i>Compliant</i>
Rule: 3301-32:05 Equipment And Materials Support Program Plans	<i>Compliant</i>
Rule: 3301-32-04 Indoor Primary Space	<i>Compliant</i>
Rule: 3301-32-04 Outdoor Play Space	<i>Compliant</i>
Rule: 3301-32:04 Storing Children's Belongings	<i>Compliant</i>
Rule: 3301-32:07 Snack Policies And Procedures	<i>Compliant</i>
Rule: 3301-32:10 Snack And Meal Requirements	<i>Compliant</i>
Rule: 3301-32:07 Special Dietary Needs	<i>Compliant</i>



Rule: 3301-32:07 Safe Drinking Water	<i>Compliant</i>
Rule: 3301-32:10 Parent Handbook	<i>Compliant</i>
Rule: 3301-32:03 Staff Responsible For Continuity Of Care	<i>Compliant</i>
Rule: 3301-32:05 Written Philosophy, Goals, Objectives, And Daily Plans	<i>Compliant</i>
Rule: 3301-32:05 Curriculum Adapted For Children With Disabilities	<i>Compliant</i>
Rule: 3301-32:02 Criminal Background Check Requirements	<i>Compliant</i>
Rule: 3301-32:10 Absences, No Shows and Missing Persons	<i>Compliant</i>
Rule: 3301-32:10 Accident Records	<i>Compliant</i>
Rule: 3301-32:10 Child Abuse And Neglect Reporting	<i>Compliant</i>
Rule: 3301-32:10 Child Data Privacy	<i>Compliant</i>
Rule: 3301-32:05 Communication	<i>Compliant</i>
Rule: 3301-32:07 Food Procedures	<i>Compliant</i>
Rule: 3301-32:06 Health And Safety Policies	<i>Compliant</i>
Rule: 3301-32:08 Ill Child	<i>Compliant</i>
Rule: 3301-32:08 Parent Notified Of Child's Illness	<i>Compliant</i>
Rule: 3301-32:08 Diagnosed Communicable Disease Notification	<i>Compliant</i>
Rule: 3301-32:06 Medication Administration Policy Requirements	<i>Compliant</i>
Rule: 3301-32:06 Medication Administration: First Dose	<i>Compliant</i>



Rule: 3301-32:06 Nondiscrimination Policy	<i>Compliant</i>
Rule: 3301-32:05 Parent Communication And Involvement Policies	<i>Compliant</i>
Rule: 3301-32:10 Personnel Polices Available	<i>Compliant</i>
Rule: 3301-32:08 Reasons To Isolate And Discharge Child At Some Point During The Day	<i>Compliant</i>
Rule: 3301-32:10 Release Of Children To Authorized Individuals	<i>Compliant</i>
Rule: 3301-32:08 Symptoms Of Illness	<i>Compliant</i>
Rule: 3301-32:10 Transportation Policies For Field Trips	<i>Compliant</i>
Rule: 3301-32:09 Written Discipline Policy	<i>Compliant</i>
Rule: 3301-32:09 Staff Provided Written Discipline Policy	<i>Compliant</i>
Rule: 3301-32:09 Staff In-service Regarding Discipline Policy	<i>Compliant</i>
Rule: 3301-32:09 Staff Responsibility For Discipline	<i>Compliant</i>
Rule: 3301-32:09 Excluding Children For Disciplinary Reasons	<i>Compliant</i>
Rule: 3301-32:10 Written Discipline Policy Includes Exclusion Reasons	<i>Compliant</i>
Rule: 3301-32:07 Meal And Snack Requirements	<i>Compliant</i>
Rule: 3301-32:10 Supervision Plan	<i>Compliant</i>
Rule: 3301-32:06 Child Medical And Immunization Records Not Needed	<i>Compliant</i>
Rule: 3301-32:10 Child Record Information	<i>Compliant</i>
Rule: 3301-32:10 Child Registration Information	<i>Compliant</i>



Rule: 3301-32:10 Child Information: Three Emergency Contacts	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Emergency Transportation	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Injury reports	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Health History	<i>Compliant</i>
Rule: 3301-32:02 Community Partners	<i>Compliant</i>
Rule: 3301-32:02 Program Coordinator Requirements	<i>Compliant</i>
Rule: 3301-32:02 Program Team Leader Qualifications	<i>Compliant</i>
Rule: 3301-32:08 Staff Trained To Recognize Communicable Diseases	<i>Compliant</i>
Rule: 3301-32:10 Staff Record Requirements	<i>Compliant</i>
Rule: 3301-32:03 Team leader onsite Time	<i>Compliant</i>
Rule: 3301-32:03 Supervision Plan: Children Running Errands	<i>Compliant</i>
Rule: 3301-32:03 Supervision Plan: Children Within Sight/Hearing Of Staff	<i>Compliant</i>
Rule: 3301-32:03 Staff/Child Ratios Based Upon Age Of Children	<i>Compliant</i>
Rule: 3301-32:03 Staff Meeting Requirements Counted In Ratio	<i>Compliant</i>
Rule: 3301-32:04 Furniture, Equipment And Supplies Appropriate For Children	<i>Compliant</i>
Rule: 3301-32:04 Space Cleaned Daily	<i>Compliant</i>
Rule: 3301-32:04 Space Maintained	<i>Compliant</i>
Rule: 3301-32:04 Use of cleaning supplies by children	<i>Compliant</i>



Rule: 3301-32:04 Annual fire inspection	<i>Compliant</i>
Rule: 3301-32:07 Meal And Snack Menu	<i>Compliant</i>
Rule: 3301-32:04: Equipment And Materials Promote Large Muscle Development	<i>Compliant</i>
Rule: 3301-32:06 First Aid Supplies	<i>Compliant</i>
Rule: 3301-32:07 Meal Policies And Procedures	<i>Compliant</i>
Rule: 3301-32:10 Provisions For Children Without A Snack/Meal	<i>Compliant</i>
Rule: 3301-32:04 Phone Requirements	<i>Compliant</i>
Rule: 3301-32:07 Staff Awareness Of Child Allergies	<i>Compliant</i>
Rule: 3301-32:07 Nutritious Snack Choices Provided	<i>Compliant</i>
Rule: 3301-32:04 Access To Toilets, Sinks and Drinking Water	<i>Compliant</i>
Rule: 3301-32:05 Curriculum	<i>Compliant</i>
Rule: 3301-32:05 Curriculum Addresses Needs Of Children	<i>Compliant</i>
Rule: 3301-32:10 Attendance Records	<i>Compliant</i>
Rule: 3301-32:02 Staff Medical Statement Policy Updates	<i>Compliant</i>
Rule: 3301-32:10 Continuity Of Care	<i>Compliant</i>
Rule: 3301-32:09 Discipline Restrictions	<i>Compliant</i>
Rule: 3301-32:10 Emergency Procedures	<i>Compliant</i>
Rule: 3301-32:08 Management of Communicable Disease Policy	<i>Compliant</i>



Rule: 3301-32:08 Means of Training Staff	<i>Compliant</i>
Rule: 3301-32:08 Isolating Ill Child	<i>Compliant</i>
Rule: 3301-32:08 Caring For A Mildly Ill Child Procedures	<i>Compliant</i>
Rule: 3301-32:10 Medication Administration Policy: Staff Training	<i>Compliant</i>
Rule: 3301-32:06 Medication Administration	<i>Compliant</i>
Rule: 3301-32:10 Staff/Parent Communication Regarding Program	<i>Compliant</i>
Rule: 3301-32:10 Parent Participation Regarding Program Design And Evaluation	<i>Compliant</i>
Rule: 3301-32:10 Personnel Polices	<i>Compliant</i>
Rule: 3301-32:10 Philosophy And Goals	<i>Compliant</i>
Rule: 3301-32:10 Program Coordinator Policy Responsibilities	<i>Compliant</i>
Rule: 3301-32:10 Transportation Policies	<i>Compliant</i>
Rule: 3301-32:10 Volunteer Policies	<i>Compliant</i>
Rule: 3301-32:09 Parent Provided Written Discipline Policy	<i>Compliant</i>
Rule: 3301-32:09 Abuse And Neglect Protection	<i>Compliant</i>
Rule: 3301-32:10 Admission And Registration Policy Requirements	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Medication Administration	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Transportation From Program Authorization	<i>Compliant</i>
Rule: 3301-32:10 Child Information: Transportation plan	<i>Compliant</i>



Rule: 3301-32:02 Annual Orientation Training

Compliant