

## Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Manchester Elementary School	Program Number: 1250032229
Address: 130 Wayne Frye Dr  Manchester OH 45144		County: ADAMS
Organization Name: Manchester Local	Org IRN: 000442	Site IRN: 000451

Inspection Information		
Inspection Type Provisional	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 11/18/2025	Begin Time: 10:00 AM	End Time: 1:45 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: 2	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 1

Summary of Non-Compliances
If a program disagrees with a licensing finding, the program may request a review of the finding(s). The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious risk non-compliance is cited.
Serious Risk Non-Compliances
<b>No Serious Risk Non-Compliances were observed during this inspection</b>

### **Moderate Risk Non-Compliances**

#### **Domain: 02 Safe & Sanitary Environment**

Rule: 5180-37:06 Cleaning and sanitizing supplies

Code: This rule requires that cleaning and sanitizing supplies shall be stored in a space that is inaccessible to children. Cleaning agents, aerosol cans and all other chemical substances are to be stored in a designated area in their original containers and/or clearly labeled.

Findings: During the inspection, it was observed that cleaning and sanitizing supplies were stored in a space that is accessible to children.

Corrective Action Plan Due: 12/26/2025

### **Low Risk Non-Compliances**

#### **Domain: 02 Safe & Sanitary Environment**

Rule: 5180-37:05 Electrical outlets

Code: This rule requires that electrical outlets are to be covered when not in use unless documentation is on file that the outlets are tamper resistant.

Findings: During the inspection, it was observed that electrical outlets are not covered when not in use and there was no documentation on file to indicate the outlets are tamper resistant.

### **Rules in Compliance/Not Verified**

<b>Rule: 5180-37:02 Parent handbook</b>	<i>Compliant</i>
<b>Rule: 5180-37:03 Developmental progress and parent teacher conferences</b>	<i>Compliant</i>
<b>Rule: 5180-37:03 Written curriculum adopted and aligned</b>	<i>Compliant</i>
<b>Rule: 5180-37:03 Written philosophy and goals</b>	<i>Compliant</i>
<b>Rule: 5180-37:02 Written compliance report posted</b>	<i>Compliant</i>
<b>Rule: 5180-37:03 Nap/Rest-Time Requirements</b>	<i>Compliant</i>

Rule: 5180-37:04 Staff supervision	Compliant
Rule: 5180-37:03 Daily Schedule	Compliant
Rule: 5180-37:04 Annual in-service requirements	Compliant
Rule: 5180-37:02 Preschool information reported in Education Management Information System	Not Verified
Rule: 5180-37:04 Director onsite fifty percent of operating hours	Compliant
Rule: 5180-37:04 Staff Non-Discrimination	Compliant
Rule: 5180-37:04 Program operation	Compliant
Rule: 5180-37:04 Director qualifications	Compliant
Rule: 5180-37:04 Administrator rules training	Compliant
Rule: 5180-37:04 Director responsibilities	Compliant
Rule: 5180-37:04 Lead teacher assigned	Compliant
Rule: 5180-37:04 Public preschool general education teacher requirements	Compliant
Rule: 5180-37:04 Special education teacher requirements	Compliant
Rule: 5180-37:04 Nontax nonpublic preschool teacher requirements	Compliant
Rule: 5180-37:04 Individuals used in ratio	Compliant
Rule: 5180-37:04 Staff minimum requirements	Compliant
Rule: 5180-37:04 Orientation training	Compliant
Rule: 5180-37:04 Non-guilty non-conviction statement	Compliant
Rule: 5180-37:04 Required background checks	Compliant

Rule: 5180-37:04 Staff Medical statement	Compliant
Rule: 5180-37:04 Staff with required health and safety trainings	Compliant
Rule: 5180-37:04 Substitute requirements	Compliant
Rule: 5180-37:04 Background check updates	Compliant
Rule: 5180-37:04 Preschool special education law requirements	Compliant
Rule: 5180-37:04 Ratio and Group size: Integrated classroom	Compliant
Rule: 5180-37:04 Intervention specialist caseload	Compliant
Rule: 5180-37:04 Approved trainer requirements	Compliant
Rule: 5180-37:04 Ratio and Group size: Special education classroom	Compliant
Rule: 5180-37:04 Staff/child ratio maintained at all times	Compliant
Rule: 5180-37:04 Second adult requirements	Compliant
Rule: 5180-37:04 Mixed age group size	Compliant
Rule: 5180-37:04 Preschool/school age mixed group	Compliant
Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom	Compliant
Rule: 5180-37:04 Licensed staff in-service requirement	Compliant
Rule: 5180-37:04 Nap/rest time ratio requirements	Compliant
Rule: 5180-37:04 Part-time staff in-service requirement	Compliant
Rule: 5180-37:04 Substitute providing IEP services	Compliant

Rule: 5180-37:04 Montessori maximum group size	Compliant
Rule: 5180-37:06 Adequate first-aid supplies	Compliant
Rule: 5180-37:05 Safe play space available	Compliant
Rule: 5180-37:05 Annual fire inspection	Compliant
Rule: 5180-37:05 Outdoor play space	Compliant
Rule: 5180-37:05 Infant and non-ambulatory child approved rooms	Compliant
Rule: 5180-37:05 Exclusive use of preschool space	Compliant
Rule: 5180-37:05 Phone available	Compliant
Rule: 5180-37:05 Room divided by barrier	Compliant
Rule: 5180-37:05 Play space free of hazards	Compliant
Rule: 5180-37:05 Center cleaning and sanitizing	Compliant
Rule: 5180-37:05 Children supervised during travel times	Compliant
Rule: 5180-37:05 Ratio maintained at all times	Compliant
Rule: 5180-37:05 Public access areas	Compliant
Rule: 5180-37:05 Square footage and maximum capacity	Compliant
Rule: 5180-37:05 Smoking prohibited	Compliant
Rule: 5180-37:06 Materials selected independently	Compliant
Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants	Compliant
Rule: 5180-37:06 Space heaters	Compliant

Rule: 5180-37:05 Indoor space minimum requirements	Compliant
Rule: 5180-37:06 Cot or Mat requirements	Compliant
Rule: 5180-37:06 Electrical fans	Compliant
Rule: 5180-37:06 Safe and sanitary equipment and materials	Compliant
Rule: 5180-37:06 Protective Mats	Compliant
Rule: 5180-37:06 Potty chair requirements	Compliant
Rule: 5108-37:06 Furniture and equipment	Compliant
Rule: 5180-37:06 Crib or cot assignment	Compliant
Rule: 5180-37:07 Governing body written policies	Compliant
Rule: 5180-37:07 Program policies and procedures	Compliant
Rule: 5180-37:07 Appropriate policies for children	Compliant
Rule: 5180-37:07 Staff policies	Compliant
Rule: 5180-37:07 Immunization records and emergency medical authorization requirements	Compliant
Rule: 5180-37:07 Policies address children's cumulative records	Compliant
Rule: 5180-37:07 Developmentally appropriate program planning	Compliant
Rule: 5180-37:07 Health and safety procedures	Compliant
Rule: 5180-37:07 Organized school health services	Compliant
Rule: 5180-37:07 Emergency procedure postings and records	Compliant
Rule: 5180-37:07 Admission procedures	Compliant

Rule: 5180-37:07 Parent Roster	Compliant
Rule: 5180-37:07 Behavior management/discipline policy requirements	Compliant
Rule: 5180-37:07 Communicable Disease Policy requirements	Compliant
Rule: 5180-37:07 Transportation and field trip policies	Compliant
Rule: 5180-37:07 Safe sleep placement	Compliant
Rule: 5180-37:07 Unlimited parent access	Compliant
Rule: 5180-37:07 Offsite swimming policy requirements	Compliant
Rule: 5180-37:07 Parent Roster permission	Compliant
Rule: 5180-37:07 Safe sleep policy	Compliant
Rule: 5180-37:07 Medical and dental emergency procedure posting	Compliant
Rule: 5180-37:07 Written procedures for incident and injury reporting	Compliant
Rule: 5180-37:04 Fluoride supplements	Compliant
Rule: 5180-37:07 First-aid Facilities and Materials	Compliant
Rule: 5180-37:07 Parent permission for topical products	Compliant
Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available	Compliant
Rule: 5180-37:07 Swimming policy	Compliant
Rule: 5180-37:07 Supervising grounds, play areas, and other facilities	Compliant
Rule: 5180-37:07 Written medication policy requirements	Compliant

Rule: 5180-37-08 List of allergies and treatment	Compliant
Rule: 5180-37-08 Immunization records	Compliant
Rule: 5180-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	Compliant
Rule: 5180-37-08 List of chronic physical problems and history of hospitalization	Compliant
Rule: 5180-37-08 List of child diseases	Compliant
Rule: 5180-37-08 Names and telephone numbers of physician and dentist	Compliant
Rule: 5180-37-08 Emergency medical and dental care transportation	Compliant
Rule: 5180-37-08 Daily attendance records	Compliant
Rule: 5180-37-08 Injury report	Compliant
Rule: 5180-37-08 Family Educational Rights and Privacy Act	Compliant
Rule: 5180-37-08 McKinney-Vento Homeless Assistance Act	Compliant
Rule: 5180-37-08 Cumulative record requirements	Compliant
Rule: 5180-37-08 Child medical signed by licensed physician	Compliant
Rule: 5180-37-08 Medication authorization	Compliant
Rule: 5180-37:09 Food license	Compliant
Rule: 5180-37:09 Choice of two required food groups for snack	Compliant
Rule: 5180-37:09 Menus	Compliant
Rule: 5180-37:09 Modified diet accommodations	Compliant

Rule: 5180-37:09 Nutritious snack choices provided to parents	Compliant
Rule: 5180-37:09 Screen time during meal or snack time	Compliant
Rule: 5180-37:09 Snack nutritional requirements	Compliant
Rule: 5180-37:09 Snack service time	Compliant
Rule: 5180-37:09 Snacks and meals to children attending four or more hours	Compliant
Rule: 5180-37:10 Discipline restrictions	Compliant
Rule: 5180-37:10 Reporting abuse policy	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness	Compliant
Rule: 5180-37:10 Written discipline policy requirements	Compliant
Rule: 5180-37:11 Communicable disease chart posted	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements	Compliant
Rule: 5180-37:10 Staff responsibility for discipline	Compliant
Rule: 5180-37:11 Children observed for communicable disease upon	Compliant
Rule: 5180-37:09 Use of powdered milk	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation	Compliant
Rule: 5180-37:10 Staff receive discipline policy	Compliant
Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent	Compliant

Rule: 5180-37:09 Policy regarding providing food when parent does not provide it	Compliant
Rule: 5180-37:10 Discipline policy ensures well being of individuals	Compliant
Rule: 5180-37:12 Diapering requirements	Compliant
Rule: 5180-37:11 Communicable disease policy: Training staff	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child	Compliant
Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease	Compliant
Rule: 5180-37:12 Diaper storage	Compliant
Rule: 5180-37:12 Soiled diapers storage/laundering	Compliant
Rule: 5180-37:08 Child medical statement	Compliant