Department of Children & Youth

# Licensing Inspection Full Report

| Program Details | | |
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| Program Type:<br>Pre School | Program Name:<br>West Holmes- Millersburg | Program Number:<br>1250032581 |
| Address:<br>430 E Jackson St<br><br>Millersburg<br>OH 44654 | | County:<br>HOLMES |
| Organization Name:<br>East Central Ohio ESC | Org IRN:<br>050260 | Site IRN:<br>022154 |

| Inspection Information | | |
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| Inspection Type<br>Pre-license | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>08/26/2025 | Begin Time:<br>9:00 AM | End Time:<br>9:45 AM |
| Visit Date:<br>08/26/2025 | Begin Time:<br>1:00 PM | End Time:<br>1:58 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 | | |
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| Number of Rules Verified: 178 | Number of Rules with Non-Compliances: 0 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 0 | Low Risk Non-Compliances: 0 |

## 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

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

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

| Low Risk Non-Compliances |
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| No Low Risk Non-Compliances were observed during this inspection |

| Rules in Compliance/Not Verified | |
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| **Rule: 5180-37:03 Written philosophy and goals** | *Compliant* |
| **Rule: 5180-37:03 Developmental progress and parent teacher conferences** | *Compliant* |
| **Rule: 5180-37:02 Parent handbook** | *Compliant* |
| **Rule: 5180-37:03 Written curriculum adopted and aligned** | *Compliant* |
| **Rule: 5180-37:04 Staff supervision** | *Compliant* |
| **Rule: 5180-37:02 Written compliance report posted** | *Compliant* |
| **Rule: 5180-37:04 Program operation** | *Compliant* |

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| **Rule: 5180-37:04 Staff Non-Discrimination** | *Compliant* |
| **Rule: 5180-37:03 Daily Schedule** | *Compliant* |
| **Rule: 5180-37:04 Director onsite fifty percent of operating hours** | *Compliant* |
| **Rule: 5180-37:04 Lead teacher assigned** | *Compliant* |
| **Rule: 5180-37:04 Director qualifications** | *Compliant* |
| **Rule: 5180-37:04 Director responsibilities** | *Compliant* |
| **Rule: 5180-37:04 Administrator rules training** | *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 Staff Medical statement** | *Compliant* |
| **Rule: 5180-37:04 Required background checks** | *Compliant* |
| **Rule: 5180-37:04 Annual in-service requirements** | *Compliant* |
| **Rule: 5180-37:04 Staff with required health and safety trainings** | *Compliant* |
| **Rule: 5180-37:04 Substitute requirements** | *Compliant* |

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| **Rule: 5180-37:04 Background check updates** | *Compliant* |
| **Rule: 5180-37:04 Second adult requirements** | *Compliant* |
| **Rule: 5180-37:04 Ratio and Group size: General education or co-taught 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 Ratio and Group size: Integrated classroom** | *Compliant* |
| **Rule: 5180-37:04 Staff/child ratio maintained at all times** | *Compliant* |
| **Rule: 5180-37:04 Substitute providing IEP services** | *Compliant* |
| **Rule: 5180-37:04 Part-time staff in-service requirement** | *Compliant* |
| **Rule: 5180-37:04 Licensed staff in-service requirement** | *Compliant* |
| **Rule: 5180-37:04 Preschool special education law requirements** | *Compliant* |
| **Rule: 5180-37:05 Annual fire inspection** | *Compliant* |
| **Rule: 5180-37:05 Ratio maintained at all times** | *Compliant* |
| **Rule: 5180-37:05 Exclusive use of preschool space** | *Compliant* |
| **Rule: 5180-37:05 Center cleaning and sanitizing** | *Compliant* |
| **Rule: 5180-37:05 Electrical outlets** | *Compliant* |
| **Rule: 5180-37:05 Safe play space available** | *Compliant* |
| **Rule: 5180-37:05 Play space free of hazards** | *Compliant* |

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| **Rule: 5180-37:05 Outdoor play space** | *Compliant* |
| **Rule: 5180-37:05 Phone available** | *Compliant* |
| **Rule: 5180-37:05 Square footage and maximum capacity** | *Compliant* |
| **Rule: 5180-37:05 Children supervised during travel times** | *Compliant* |
| **Rule: 5180-37:05 Indoor space minimum requirements** | *Compliant* |
| **Rule: 5180-37:05 Smoking prohibited** | *Compliant* |
| **Rule: 5180-37:06 Cleaning and sanitizing supplies** | *Compliant* |
| **Rule: 5180-37:05 Public access areas** | *Compliant* |
| **Rule: 5180-37:06 Space heaters** | *Compliant* |
| **Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants** | *Compliant* |
| **Rule: 5180-37:06 Materials selected independently** | *Compliant* |
| **Rule: 5180-37:06 Adequate first-aid supplies** | *Compliant* |
| **Rule: 5180-37:06 Electrical fans** | *Compliant* |
| **Rule: 5180-37:06 Safe and sanitary equipment and materials** | *Compliant* |
| **Rule: 5108-37:06 Furniture and equipment** | *Compliant* |
| **Rule: 5180-37:07 Governing body written policies** | *Compliant* |
| **Rule: 5180-37:07 Appropriate policies for children** | *Compliant* |
| **Rule: 5180-37:07 Program policies and procedures** | *Compliant* |
| **Rule: 5180-37:07 Staff policies** | *Compliant* |

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| **Rule: 5180-37:07 Health and safety procedures** | *Compliant* |
| **Rule: 5180-37:07 Transportation and field trip policies** | *Compliant* |
| **Rule: 5180-37:07 Parent Roster permission** | *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 Organized school health services** | *Compliant* |
| **Rule: 5180-37:07 Emergency procedure postings and records** | *Compliant* |
| **Rule: 5180-37:07 Immunization records and emergency medical authorization requirements** | *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 Unlimited parent access** | *Compliant* |
| **Rule: 5180-37:07 Emergency numbers posting** | *Compliant* |
| **Rule: 5180-37:07 Medical and dental emergency procedure posting** | *Compliant* |
| **Rule: 5180-37:07 First-aid Facilities and Materials** | *Compliant* |
| **Rule: 5180-37:07 Supervising grounds, play areas, and other facilities** | *Compliant* |
| **Rule: 5180-37:04 Fluoride supplements** | *Compliant* |

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| **Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available** | *Compliant* |
| **Rule: 5180-37:07 Written medication policy requirements** | *Compliant* |
| **Rule: 5180-37:07 Written procedures for incident and injury reporting** | *Compliant* |
| **Rule: 5180-37:07 Parent permission for topical products** | *Compliant* |
| **Rule: 5180-37-08 List of chronic physical problems and history of hospitalization** | *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 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* |

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| **Rule: 5180-37:09 Food license** | *Compliant* |
| **Rule: 5180-37:09 Snacks and meals to children attending four or more hours** | *Compliant* |
| **Rule: 5180-37:09 Snack nutritional requirements** | *Compliant* |
| **Rule: 5180-37:09 Menus** | *Compliant* |
| **Rule: 5180-37:09 Choice of two required food groups for snack** | *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 service time** | *Compliant* |
| **Rule: 5180-37:09 Use of powdered milk** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy ensures well being of individuals** | *Compliant* |
| **Rule: 5180-37:10 Discipline restrictions** | *Compliant* |
| **Rule: 5180-37:10 Staff responsibility for discipline** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements** | *Compliant* |
| **Rule: 5180-37:10 Written discipline policy requirements** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent** | *Compliant* |
| **Rule: 5180-37:11 Communicable disease policy: Training staff** | *Compliant* |

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| **Rule: 5180-37:09 Policy regarding providing food when parent does not provide it** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness** | *Compliant* |
| **Rule: 5180-37:10 Reporting abuse policy** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child** | *Compliant* |
| **Rule: 5180-37:10 Staff receive discipline policy** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation** | *Compliant* |
| **Rule: 5180-37:11 Communicable disease chart posted** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease** | *Compliant* |
| **Rule: 5180-37:11 Children observed for communicable disease upon** | *Compliant* |
| **Rule: 5180-37:08 Child medical statement** | *Compliant* |