

# World of Wonders Licensing Compliance Handbook



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This Manual is Updated Annually

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## Introduction

Licensing inspections from the state are scary and stressful, but knowing that you are maintaining proper licensing regulations will help put your mind at ease. At WOW all of our policies are governed by ODJFS licensing. Our primary goal is to provide high quality care for children while following these rules. The ODJFS licensing rules touch on every part of our day and are important in terms of succeeding in your position. In order to understand these rules, we have created this handbook. This Handbook has been created as a guide for licensing compliance. Within it you will find resources for licensing success, a division of responsibilities for each staff member, and all the information you need on Ohio Childcare Licensing.

## Basic Information

World of Wonders will receive at least one unannounced licensing inspection per year. We will do our best to let you know when licensing arrives, but at all times you should know that the state could be present. Additional inspections may happen if a complaint is received by ODJFS or if we are given points (6 serious risk, 9 moderate/low risk, 14 low risk) during an inspection.

## Basic Responsibilities

On the next few pages, you will find a breakdown of who is responsible for each area of licensing. As a side note EVERYONE is responsible for licensing, but these positions oversee each of the areas of licensing below.

Compliance Area	Compliance Area	Position Responsible
Issuance of license	License posted in public area	Childcare Director
	Information current in OCLQS (schedules, rates, enrollment)	Executive Director
	Payment information current in provider portal	Executive Director
Inspections	Corrective action plans submitted in timely manner	Executive Director
Building Inspections	Certificate of occupancy available	Childcare Director
	Fire inspection available	Childcare Director
	Food license posted	Childcare Director
Administrator Qualifications	Administrator rules review course current	Childcare Director
	Administrator schedule of hours posted publicly	Childcare Director
	OPR dashboard current (schedules, positions, documents, trainings)	Childcare Director
	Current licensing rules printed and available, licensing rules link posted	Childcare Director
	Current handbooks available	Childcare Director
	Parents receive copy of parent handbook	Childcare Director
Employee Requirements	Completed Medical form	Childcare Director
	Immunizations on file	Childcare Director
	OPR dashboard current (schedules, positions, documents, trainings)	Childcare Director
	ID on file	Childcare Director
	Educational verification on file	Childcare Director
	College transcript uploaded and in file (if applicable)	Childcare Director
	Orientation completed	Childcare Director
Criminal Records	Completed background checks in system and file	Childcare Director
Professional Development Requirements	Communicable disease (most, if not all staff)	Childcare Director
	First aid within 90 days of hire and current	Childcare Director
	CPR within 90 days of hire and current	Childcare Director
	Child abuse training within 60 days of hire and current	Childcare Director
	SUTQ training hours met	Childcare Director
Outdoor space	Free of rust, cracks, holes, splinters, sharp edges, chipped or peeling paint, protruding bolts	Curriculum Director
	Shade covers in good condition	Curriculum Director
	Free of trash, foreign objects, garbage, hazards	Curriculum Director
	Mulch spread evenly	Curriculum Director
	Playground report completed quarterly	Curriculum Director

Safe Environment	No broken or unsafe furniture	Team Leads
	No choking hazards	Team Leads
	Weapons sign posted	Childcare Director
	Cleaning supplies stored appropriately and labeled	Team Leads
	Electrical outlets covered	Team Leads
	Electrical cords secured	Team Leads
	Pets cared for properly	Team Leads
Sanitary Environment	Toilet tissue, liquid soap, paper towels available	Team Leads
	Toilets flushed after each use	Team Leads
	All furniture and toys cleaned per cleaning chart instructions	Team Leads
	Cups/dishes/silver wear cleaned and sanitized after use	Team Leads
	Cleaning being done according to schedule	Team Leads
	Diaper change surface cleaned if visibly soiled (including underneath)	Team Leads
	Surface sanitized after each diaper change	Team Leads
	No smoking sign posted	Childcare Director
Handwashing	Being done at required times	Team Leads
	Sink being completely cleaned and sanitized before and after meal preparation	Team Leads
Transportation and Vehicle requirements	Drivers have cell phone	Team Leads
	Driver's license on file	Childcare Director
	Children using seatbelts	Team Leads
	Driver has completed ODJFS training	Childcare Director
	Children not attended on bus	Team Leads
	Weekly inspections of vehicle	Curriculum Director
	Vehicle has state inspections completed and current	Curriculum Director
	Fieldtrip forms are completed	Curriculum Director
Child Records	Current child health and enrollment form	Childcare Director
	Child medical statement current and within 30 days	Childcare Director
Health conditions	Child has child medical/physical care plan on file and current	Childcare Director
	Childcare staff members are trained	Childcare Director
Emergency plans	Disaster plan on file	Executive Director
	Disaster plan available to all staff members	Childcare Director
	Required drills conducted	Childcare Director
	Documentation of disaster plan annual training	Executive Director
	Medical, dental, general emergency plan in each classroom	Childcare Director
	Dental emergency guide posted	Childcare Director
Incident Reports	Reports are filled out and parents informed	Team Leads
	OCLQS notified for serious incidents	Executive Director
First aid	First aid supplies stocked	Childcare Director
	First aid kits taken on all field/routine trips	Team Leads
	First aid supplies out of reach of children	Team Leads

Management of communicable disease	Exclusion document posted by office phones	Childcare Director
	Temperatures checked	Team Leads
	Communicable disease chart posted	Childcare Director
	Communicable diseases reported to health department and ODJFS	Executive Director
	Handbook on management of communicable disease protocol available and current	Executive Director
Programing	Lesson plans posted and being followed	Team Leads
	Daily outdoor activities (or indoor for weather) completed	Team Leads
Equipment	Required materials in classroom and exchanged weekly	Team Leads
	Play materials orderly	Team Leads
	No personal belongings in room	Team Leads
	Children have access to play equipment	Team Leads
Ratio and supervision	Attendance accurate at all times	Team Leads
	Children supervised at all times	Team Leads
	Outdoor supervision being done	Team Leads
Child guidance	WOW Behavior management philosophy implemented	Team Leads
	No prohibited disciplinary techniques	Team Leads
Sleeping and napping	Cots and cribs labeled	Team Leads
	Cots and cribs appropriate distance apart	Team Leads
	Cots and cribs clean	Team Leads
	Nothing prohibited in cribs	Team Leads
	Children are not sleeping with bibs or other materials	Team Leads
	Cribs not being used for storage	Team Leads
	Infants placed on back to sleep	Team Leads
	Crib sheets clean	Team Leads
	Cot bedding stored so it is not touching	Team Leads
Food	Meals and snacks being served	Team Leads
	Correct food is being served	Team Leads
	No choking hazards	Team Leads
	special diets being followed	Team Leads
	No screen time during meals	Team Leads
	Appropriate amounts of milk being served	Team Leads
	Developmentally appropriate dishes and silver wear being used	Team Leads
	All food items labeled	Team Leads
Infant care	Children have room to move	Team Leads
	Daily sheets (Procare) being filled out	Team Leads
	Tummy time provided daily	Team Leads
	No propped bottles	Team Leads
	All bottles labeled with date, name and date of preparation	Team Leads
	No solids under 4 months of age	Team Leads
Diapers	Child always has hand on them when on diaper table	Team Leads
	All soiled areas cleaned and sanitized	Team Leads
	Diapers bagged	Team Leads
	Soiled clothing bagged and out of reach	Team Leads

	Children have a change of clothing	Team Leads
Medication	Request for administration of medications filled out and current	Childcare Director
	Medications properly labeled	Childcare Director
	Medications properly stored	Childcare Director
	Written permissions for all non-prescription topical products current	Childcare Director
	Old medications sent home	Childcare Director



## Classroom Licensing Compliance Checklist

	Medications brought in have gone through administration
	All medications, lotions, hand sanitizer out of reach
	All chemicals out of reach (including permanent markers, shaving cream, cleaning chemicals)
	Chemical bottles are labeled, filled and in correct place
	Soap and water bathroom
	Soap and water classroom
	Hard surface cleaner bathroom
	Hard surface cleaner classroom
	Bathroom cleaner
	Emergency records and medications taken during all routine trips and emergency drills
	Clip board ready to hold reports for parents
	Attendance up to date
	Cribs and cots labeled and cleaned
	Crib bedding clean
	Cribs not used for storage
	No blankets for children under 12 months
	No toys in cribs, no bibs, etc.
	Nap materials stored so they are not touching
	Cots cleaned Fridays
	No broken furniture
	No broken toys
	Required materials in room and accessible for children
	Mouthed toys removed from play immediately when child is done with them.
	All food containers labeled
	Only water in water bottles
	Infant bottles labeled with child's name, date prepared, date to be served
	All infants have back up food until they can have center snacks
	Children always have hand on them on diaper table
	Diaper tables cleaned completely after use (including under pad)
	Bathrooms have no trash on floor
	Bathrooms are checked and cleaned after each use
	Children have back up clothing
	Soiled clothing kept out of reach
	Diapers placed in plastic bag and tied off
	Chairs not stacked
	Soap, paper towels always available

## Protocol Licensing Compliance Areas

### Issuance of License

#### License posted in public area

- Curriculum director will check monthly to make sure childcare license is posted in public area

#### Information current in OCLQS

- Executive director will update information on OCLQS monthly on the first working day of the month

#### Payment information current in provider portal

- Executive Director will make sure that payment information is updated 1/1 or when approved

### Building inspections

#### Certificate of occupancy available

- Childcare director will place Certificate of occupancy in the Licensing Documents Book

#### Fire inspection available

- Childcare director will place past 2 years of fire inspections in Licensing Documents Book

#### Food license Posted

- Childcare director will make sure that food license is posted monthly
- Past year of health department inspections will be placed into the Licensing Documents Book

### Administrator Qualifications

#### Administrator rules review course current

- Childcare director will make sure these dates are placed into Procure for tracking
- Childcare director will schedule trainings if they should be needed
- Childcare director will make sure that the trainings are showing up in OCCRRA

#### Administrator schedule of hours posted publicly

- Monthly the childcare director will check to make sure these are posted

#### OPR dashboard current (schedules, postings, documents, trainings)

- On the 1<sup>st</sup> and 15<sup>th</sup> of each month Childcare director will check the OPR dashboard for compliance
- Please see OCCRRA Bi-monthly checklist

#### Current licensing rules printed and available/Licensing link posted

- Monthly Childcare director will review to make sure licensing rules are current and printed/available
- Monthly Childcare director will make sure link is posted publicly for licensing rules (and that link is accurate)
- Please see Monthly postings check list

#### Current Handbooks available

- Childcare director will place a copy of all handbooks in Licensing Documents Book to be reviewed by licensing
- Childcare director should make sure that handbooks are current version

#### Parent receive copy of Parent Handbook

- Upon enrollment Childcare director will make sure that parents receive a new copy of the handbook
- Yearly, or as updated, Executive Director will send electronic copies of the handbooks to parents through Procure or email

## Employee Requirements

### Completed medical form

- All staff members must have a completed medical form in their file
- Childcare director should check that forms are in file and dates

### Immunizations on file

- Childcare director will collect, put in file, and upload to ProCare
- Monthly checks by Childcare director on status of immunization collection.
  - For any employee that does not have immunizations in, Childcare director is to pull employee and have them schedule an appointment on the spot. This should also be done on first day of employment.
- Executive Director will do quarterly review of employee filed

### OPR dashboard current

- On the first 1<sup>st</sup> and 15<sup>th</sup> of the month Childcare Director should update OCCRRRA for employee
  - Positions
  - Hours/schedule
  - Trainings
  - Document Uploads
  - Educational Verification

### ID on file

- Childcare director must collect this on employee's first day
- Executive Director will review in employee's files

### Educational verification on file

- Childcare director must collect this on first day and upload to OCCRRRA by the end of the first week
- Copy of verification must be placed in employee file
- Executive director will review when file is complete and during quarterly checks

### College transcripts uploaded and on file

- If employee has ever attended college this must be uploaded into OCCRRRA as soon as transcripts are received
- New employees should have this added to the online system by end of first month. Curriculum director should pull them from classrooms in first week to make this request
- Employees currently in college must submit a transcript at the beginning of summer (June 1) and January 1
- Any charges that the employee may receive from requesting this are to be documented and given to Executive Director

### Orientation Completed

- Childcare director is to schedule ODJFS childcare orientation on first day
- This date must be updated in Procure as soon as complete
- Executive Director will review monthly

## Criminal Records

### Completed background checks current in system and file

- All employees must have background check submitted in OCCRRRA prior to their first day
- 1 month prior to expiration of background check Childcare director must schedule a new background check for each employee. Background checks must be submitted every 3 years for insurance reasons.
- All employees must be scheduled for their background check prior to the first day
- Background check dates must be kept up to date in Procure at all times
- Executive Director will review background checks in Procure monthly

## Professional Development Requirements

- *All employees are required to have the following trainings*
  - Communicable disease (this training does not have to be obtained by everyone, but one on site at all times and it is best practice to have everyone trained in this, 3 years)
  - First aid (90 days and current, 2 years)
  - CPR (90 days and current, 2 years)
  - Child Abuse (30 days and current, 2 years)
  - SUTQ training hours met (per biennium)
- All health and safety trainings must be entered into Procure
- All expenses and time for trainings will be paid for and must be submitted to Executive Director
- Executive Director will review monthly for input issues and completion
- Any employees that do not have required trainings will be taken off the schedule
- Curriculum director will schedule all trainings

## Outdoor Space

The Curriculum Director is responsible for making sure the outdoor space is kept safe and within licensing standards. **All employees must check the playground for hazards anytime they use the play space.**

- Please see checklist posted on playground for hazards to look out for
- Curriculum Director must complete the required playground inspection form quarterly in alignment with ODJFS schedule.
- Any and all hazards must be reported to Executive Director immediately.

## Safe and sanitary environment

Team leads are primarily responsible for making sure that teachers are creating a safe and sanitary environment for their team.

- Team leads should do daily once overs of classrooms to look for hazards and licensing compliance-see Team Lead Licensing Compliance Checklist
- Teachers should review their room once a day for licensing compliance-See Teacher Licensing Compliance Check List
- Childcare Director will do quarterly licensing inspections in classrooms in December, March, June, September
- All problems should be reported to Executive Director as soon as possible

## Transportation and Vehicle Requirements

- Team lead for school age department should make sure that:
  - Drivers have cell phones
  - Children are using seatbelts
  - Busses are kept clean
  - Children are always attended on bus
- Childcare director is responsible for:
  - Making sure licenses are on file and up to date
  - All drivers have current driver's training (1 year)
- Curriculum Director is responsible for keeping paperwork up to date
  - All weekly bus inspections must be kept in a binder, 1 for each bus. These must be kept on file for 3 years.
  - All state inspections are completed on time and annually. This should be kept in the Licensing Documents book maintained by the childcare director

- All field trip forms must be kept in order, completely filled out, and in an organized fashion. These must be kept for 3 years.

## Child records

### Enrollment records

- Child records are maintained by the Childcare Director
- Child records must be submitted and checked prior to a child's first day
- Child records must be kept organized at all times. Filing should occur weekly.
- Childcare records must also be kept up to date at all times in classrooms. These should be organized into binders.
- In early August of each year, every child must fill out new enrollment forms

### Medical Records

- Child medical records must be submitted within 30 days of enrollment
- Child records must be maintained and updated within 30 days of annual expiration
- Process for informing parents that medical is expiring
  - 60 Days prior to expiration parents are sent a reminder through Procure Newsletter
  - This is repeated starting at 30 days, with weekly reminders sent through Procure Newsletter
  - Paper copies are then sent in child's belonging starting 30 days prior to expiration
  - If parent does not have submitted a week before, parent is verbally contacted and reminded
  - Children may not return if their medical is not brought up to date.

## Health Conditions

- All medical conditions and special needs must be disclosed prior to enrollment. This way reasonable accommodations and plans can be put in place prior to child arriving.
  - If parents have not disclosed additional needs, this may put a delay on enrollment
- All children will have their enrollment paper checked. If child has a medical condition it must be checked on enrollment form.
- All health plans must be filled out prior to enrollment along with medication forms.
- Childcare director must update these annually.
- Childcare director must make sure that trained staff are updated on paperwork at all times
- Emergency postings in classrooms must appropriate box checked for children needing extra assistance along with written plan.

## Emergency Planning

- Executive Director is responsible for creating and maintaining Emergency Handbook
- Childcare director should keep a copy of this handbook in Licensing Documents binder
- Staff members are to be trained at Winter staff training annually on emergency procedures
- Childcare director must plan and conduct all required drills. Drill log should be posted and 3 years of the log should be kept in the Licensing Documents binder
- Childcare director must make sure that the following documents are posted:
  - Medical/dental/general emergency
  - Dental plan
  - Communicable disease chart
  - Make sure that Emergency Handbook is kept in a public space and available for review

## Incident Reports

- All incident reports must be filled out within 24 hours of injury taking place. Only in rare circumstances (injury happens within 10 minutes of pick up of child) should they not be given to the parents each day. Parents must

sign report. If parent does not sign report, a member of administration should be immediately informed and the report given to the front desk for signature.

- Parents must be informed in the Procure app if they will have an incident report ready for pick up that day
- Incident reports must be turned in daily to Executive Director for tracking purposes.
- Serious incident reports will be submitted through OCLQS by the Executive Director
  - Executive Director shall maintain all records on serious injuries

### First Aid

- Childcare director is responsible for making sure that first aid kits are well stocked and kept up to date (including bus kits)
- Monthly checklists must be done of all first aid materials
- Childcare director should submit an order for any additional materials that are needed.
- Team leads must make sure that first aid kits are being taken on walking trips, field trips, and routine bus trips
- Team leads must make sure that first aid kits are kept out of reach of children at all times.

### Management of communicable diseases

- Exclusion period chart must be posted by all office phones. (Childcare Director)
  - Anytime a parent reports a diagnosis, staff must refer to this chart for when children may return
- Childcare director must make sure communicable disease chart is posted
- Team leads must make sure that morning health checks are being done (temperature)
- Executive Director is responsible for reporting all necessary diseases to health department and ODJFS within 24 hours of reportable diagnosis.
- Executive Director is responsible for creating a communicable disease protocol and give to other administrators in program. These guidelines must be followed at all times.

### Teaching and Programing

Team leads are responsible for the following items, and should immediately report any ongoing concerns to the Executive Director.

#### Programing

- Lesson plans are posted and being followed
- Schedule is being followed
- Classroom is going outside daily (not infant 1) when weather appropriate
  - When not weather appropriate class is staying inside and doing teacher lead large motor activities

#### Equipment

- Classroom materials list is checked weekly
- Classroom materials are rotated weekly
- Materials that are mouthed are put into bin to be washed
- Play materials are organized
- No personal belongings in room
- Children have access to required materials at all times (no turning of shelving)

#### Ratio and Supervision

- Room and playground are zoned appropriately at all times
- Classroom is calling when approaching ratio
- Children are being properly supervised at all times

#### Child Guidance

- Teachers are not using any prohibited disciplinary techniques

- Teachers are following WOW behavior philosophy and guidelines (see teaching handbook)-examples below
  - Teachers are not yelling (across room or at any time)
  - Teachers are not forcing children to do things
  - Teachers are going to children to correct behavior and getting them involved in activities, not just saying no
  - Teachers are not using threats of any kind (including empty threats)
  - Teachers are not threatening to take away basic necessities
  - Children are not being put into time out
  - Children are not being punished for toileting activities

### Sleeping and Napping

- All cots and cribs labeled
- Sleeping is done at appropriate distance apart
- Classroom is light enough to see faces
- No blankets used under 12 months, light blanket after that
- Crib bedding changed as soon as dirty
- Cot materials sent home weekly for cleaning and not stored where it can touch other bedding
- Cribs not being used for storage
- No materials placed into cribs including toys and bibs
- Infants placed on backs to sleep

### Food

- Teachers are making sure correct food (type and size) is being served
- No choking hazards
- Special diets being followed
- No screen time in classroom, at all, during breakfast
- Appropriate amounts of milk being served
- Developmentally appropriate silver wear and dishes being used
- Food is always placed on surface
- All food is labeled with child's name, including individual containers

### Infant Care

- Children have room to move
- Tummy time provided daily
- No propped bottles
- All bottles labeled with date to serve, child's name and preparation date
- No solids served under 4 months of age without Doctor's note on file
- **ALL CHILDREN HAVE BACK UP FOOD** until they can eat center snacks

### Diapers

- Teacher always has hand on child when on diaper table
- Diapers are bagged
- All soiled areas cleaned and sanitized (including under diaper area)
- Coiled clothing bagged and out of reach
- **ALL CHILDREN HAVE EXTRA CHANGE OF CLOTHING** on site

### Medications

- All medications must go through administration prior to going into classroom
- All medications must be out of reach at all times

- Childcare director makes sure all medication forms are up to date and complete. Monthly checks are done to ensure this.
- All medications are labeled with child's name
- All medications are checked for expiration date
- All non-prescription topical products are current and have form
- Medications no longer used are sent home, including diaper cream (monthly)



## Licensing Documents Book

*Available for review by licensing*

- Certificate of occupancy
- Health department inspections for past year
- Fire inspection approval from past 2 years
- Parent handbook
- Teacher handbook
- Employee handbook
- Emergency handbook
- Playground inspections (3 years)
- State vehicle inspections (3 years)
- Copy of current food service approval

## Monthly Postings Check

- Childcare license
- Food license
- Licensing rules printed and put in public
- Emergency handbook printed and put in public
- Administrator hours
- Weapons sign
- Licensing link sign
- Emergency evacuation signs
- Medical/dental emergency forms in classrooms
- Communicable disease exclusion period document by all office phones
- Handwashing poster by each sink in building
- Ratio charts
- Dental information
- Communicable disease chart

## Executive Director Checks

First of month	OCLQS Update and check, enrollment and payment information
1/1 or with change	Payment portal rates updated
15 <sup>th</sup> of month	Check OCCRRA/OPR
1/1, 3/1, 6/1, 9/1	Quarterly staff file review
1/1, 3/1, 6/1, 9/1	Student staff review
1 <sup>st</sup>	Procare Check: Staff requirements and trainings Child physicals, parent contact information, picture release
1 <sup>st</sup>	Procare

## Childcare Director Checks

1 <sup>st</sup> of month	Administrator: Check that trainings are updated
1 <sup>st</sup> and 15 <sup>th</sup> of month	Update OCCRRA for schedules, positions, educational verification, trainings
1 <sup>st</sup> and 15 <sup>th</sup> of month	Staff immunizations in system check
1/1, 6/1	Updated college transcripts
Last day of month	Training check on employees, schedule trainings, report noncompliance to Executive Director
1 <sup>st</sup> and 15 <sup>th</sup> of each month	Medical records checked and put into system
Weekly	Physical forms checked and reminders sent
1 <sup>st</sup>	Medication forms checked
1 <sup>st</sup>	Health plans checked and signed by trained staff
1 <sup>st</sup>	First aid kits checked and restocked

# PLAYGROUND CHECKLIST

## When arriving at playground

- All trash picked up
- Broken toys thrown out and reported to office
- Toys out of running path
- Check for peeling paint, sharp edges, protruding bolts, etc.
- Cover any low or bare spots in mulch

## While on Playground

- Children must wear shoes the entire time, or they must sit down
- Teachers may never be together. Playground must be zoned and teachers must be engaging with children.

## Before Leaving

- Clean up all trash and broken toys
- Clean up every toy on playground (you may not leave them for the next class)
- All shoes, socks, clothing, classroom toys, etc. must be brought back inside



**On the following pages you will find resources from ODJFS that address many of the licensing compliance areas.**