



# EOLA of OHIO

## TEMPLATES

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### **REVISED GUIDELINE - VOL. 36, NO. 1**

#### **PRESCHOOL STAFF**

The preschool program shall be directed and supervised by a director, a head teacher, an elementary Principal, or a site administrator (hereafter referred to as "director") who is on site and responsible for supervision of the program. This person shall hold a valid educator license designated as appropriate for teaching or being an administrator in a preschool setting issued pursuant to Ohio law and have completed at least four (4) courses in child development or early childhood education from an accredited college, university, or technical college.

- A. The director and staff shall be recruited, employed, assigned, evaluated, and provided in-service education in accordance with adopted Board policies and without discrimination on the basis of age, color, national origin, race, sex, or disability.
- B. The preschool staff member assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements of State law.
- C. Staff members, non-teaching employees, and volunteers shall annually sign a non-guilty/non-conviction statement on a prescribed form.





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- D. Each director and preschool staff member shall be examined by a licensed physician, physicians assistant, advanced practice nurse, or certified nurse practitioner within twelve (12) months prior to the first day of employment.
- E. Each preschool staff member shall be at least eighteen (18) years of age and have a high school diploma or a certification of high school equivalency issued by the State Board of Education or a comparable agency. A staff member may be less than eighteen (18) years of age if:
  - 1. the staff member is a graduate of a two (2) year career-technical center child care training program approved by the State Board of Education;
  - 2. the staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career-technical center child care training program teacher/coordinator in the student's high school.





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- F. The director and staff shall be assigned responsibilities in accordance with written job descriptions commensurate with their certification and/or licensure pursuant to Ohio law, and qualifications, respectively. The director and/or head teacher acting as the director shall be onsite at the preschool program at least half of the program's operating hours.
- G. The director of each preschool program shall be responsible for the following:
  - 1. providing that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following:
    - a. requiring immunizations and compliance with emergency medical authorization requirements under R.C. 3313.712
    - b. providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with R.C. 3737.73, and keeping records of such drills or dismissals
    - c. posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents
    - d. posting emergency numbers by each telephone
    - e. supervising grounds, play areas, and other facilities when scheduled for use by children, and
    - f. providing first-aid facilities and materials
  - 2. maintaining cumulative records for each child





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3. supervising each child's admission, placement, and withdrawal according to established procedures
  4. preparing a roster of children enrolled annually
  5. providing that clerical and custodial services are assigned for the program
  6. supervising the instructional program and daily operation of the program
  7. supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees
- H. The director of the preschool program shall meet one (1) of the following:
1. A director in a preschool program operated by a public school shall hold either:
    - a. a valid pre-kindergarten teaching certificate, pre-kindergarten endorsement, or pre-kindergarten associate license issued pursuant to O.R.C.
    - b. a valid educator license (teacher, administrator, or pupil services) issued pursuant to O.R.C. and have completed at least four (4) courses in child development or early childhood education from an accredited college, university, or technical college
    - c. a valid Principal's license for grades pre-kindergarten through grade six issued pursuant of Ohio law
    - d. an early childhood license pursuant to paragraph (C) of A.C. 3301-24-05





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2. The director of a preschool special education program shall hold one of the following:
  - a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped
  - b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped
  - c. a valid early childhood intervention specialist license or
  - d. meet the requirements of paragraph (H)(1)(b) or (H)(1)(c) above
3. A director employed prior to July 1, 1988 to direct a program shall be considered to meet the requirements of this paragraph if s/he holds a valid kindergarten-primary certificate issued under Ohio law.
4. A head teacher who meets the educator licensure requirements as a director as described in paragraphs (H)(1), (H)(2), or (H)(3) above may be designated by the director.





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- I. Each class/group in a preschool program shall have assigned a head teacher in accordance with the following:

Preschool programs operated by a public school shall have a head teacher for each class/group of children enrolled that meets one (1) of the following:

1. valid prekindergarten teaching certificate issued under Ohio law
2. valid prekindergarten associate certificate issued under Ohio law
3. valid kindergarten-primary certificate issued under Ohio law and have completed at least four (4) courses in child development in early childhood education from an accredited college, university, or technical college
4. a bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty (30) quarter or twenty (20) semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children
5. an early childhood license pursuant to Ohio law





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6. preschool special education programs shall have a head teacher that meets one of the following requirements:
  - a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped
  - b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped
  - c. a valid early childhood intervention specialist license
  - d. a valid intervention specialist license that is valid for teaching visually or hearing impaired children if the children are visually or hearing impaired
  - e. A valid supplemental teaching license in the areas of pre-kindergarten, special needs, early childhood intervention specialist, or intervention specialist in the areas of visually impaired or hearing impaired, if the children are visually or hearing impaired.
- J. Extended day child care provided to preschool children before or after the preschool program shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child care staff/child ratios in accordance with this rule must be maintained at all times.





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- K. Infant and toddler care programs shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child care staff/child ratios in accordance with this rule must be maintained at all times.
- L. Unless the preschool staff member or director holds an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college, a pre-kindergarten associate certificate or license issued by the State Board of Education, or a pre-kindergarten teaching certificate or endorsement, the preschool staff member and director shall annually complete in-service training of fifteen (15) hours until a total of forty-five (45) hours has been completed.
  - 1. In-service training will be in one (1) or more of the following areas:
    - a. child development or early childhood education
    - b. child abuse recognition and prevention
    - c. first aid
    - d. prevention, recognition, and management of communicable diseases
  - 2. Annual completion refers to the school year, from July 1<sup>st</sup> to June 30<sup>th</sup> or every twelve (12) months from the date of hire for staff employed after the school year begins.





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3. Substitutes for preschool staff members shall meet the following requirements:
  - a. requirements related to a medical examination, in-service and criminal background investigation pursuant to R.C. 3301.541 after fifteen (15) school days, and
  - b. minimum requirements for the position for which they are substituting after sixty (60) consecutive school days.
- M. Preschool staff members who have met the requirements identified in paragraph (L) above shall complete ten (10) annual clock hours of inservice. This may be part of the professional development plan in accordance with A.C. 3301-24 (Ohio law licensure requirements). Annual completion refers to the school year, from July 1st to June 30th or every twelve (12) months from the date of hire for staff employed after the school year begins.

Preschool staff employed part-time shall complete the in-service requirement based upon the percentage of time or full-time equivalency of their preschool assignment.





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- N. The training specified in paragraph (L) above shall be provided by an approved trainer who shall have at least two (2) years of experience specific to the subject area and possess one (1) of the following:
1. an associate or higher degree in child development or early childhood education, education, special education, speech-language pathology, home economics, nursing, nutrition, psychology, dental hygiene, or social work. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript, or other written evidence accepted by the director as evidence of completion of at least ninety (90) quarter credit hours or sixty (60) semester credit hours from an accredited college, university, or technical college. The coursework shall include at least thirty-six (36) quarter credit hours or twenty-four (24) semester credit hours in courses in any of the subject areas listed in paragraph (L) above
  2. a prekindergarten certificate or endorsement or early childhood license issued by the State Board of Education
  3. a license as a physician or registered nurse
- O. A director and preschool staff member shall provide evidence of a BCII investigation and FBI criminal background check as required by R.C. 3319.391. Documentation that reports and five (5) year updates are sent to the District or to ODE's Office of Educator Licensure as required by law shall be kept on file.

Each staff member and volunteer shall annually complete a non-guilty/non-conviction statement.





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- P. The preschool staff member/child ratio must be maintained at all times.
1. Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.
  2. Each class/group shall have at least one (1) head teacher as defined in paragraph (I) above.
  3. No child shall ever be left alone or unsupervised.
  4. In each program the maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Age Group & Staff Member/Child Ratio

Maximum  
Group Size

Birth to less than twelve (12) months/1:5 (or 2:12 if two (2) preschool staff members are in the room)	12
Twelve (12) months to less than eighteen (18) months/1:6	12
Eighteen (18) months to less than thirty (30) months/1:7	14
Thirty (30) months to less than three (3) years/1:8	14
Three (3) years/1:12	24
Four (4) year olds and five (5) year olds not in kindergarten or school/1:14	28





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- [ ] Volunteers may be counted in the staff/child ratio if a current BCII investigation report is kept on file; however, a program shall provide that such practice does not become routine.

5. **Preschool special education program shall meet the child/staff ratio requirements of one (1) teacher for eight (8) full day or sixteen (16) half-day children with IEPs and a second staff member when nine (9) or more children are enrolled; maximum group size shall not exceed sixteen (16) children including eight (8) children with IEPs. Waivers are required when a group of more than eight (8) preschool children with IEPs are served in accordance with A.C. 3301-51-11.**

~~5. Preschool special education program shall meet the child/staff ratio requirements of one (1) teacher for six (6) children with IEPs and a second staff member when seven (7) or more children are enrolled; maximum group size shall not exceed sixteen (16) children including eight (8) children with IEPs. Waivers are required when a group of more than eight (8) preschool children with IEPs are served in accordance with A.C. 3301-51-11.~~

Q. At least two (2) responsible adults shall be readily available at all times when seven (7) or more children are present in the program. One (1) adult shall be a preschool staff member. The second adult shall:

1. be available within the building used for the preschool program or in an adjacent outdoor area;
2. be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
3. be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.





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- R. **[NOTE: When age groups are combined for programming purposes the following requirements must be met:]**

When age groups are combined, the maximum number of children per preschool staff member shall be determined by the age of the youngest child in the group, except that when no more than one (1) child, thirty (30) months of age or older, receives care in a group in which all the other children are in the next older age group, the maximum number of children per preschool staff member and maximum group size requirements of the older age group established in paragraph (P) above shall apply.

- ( ) Any accredited program that uses the Montessori method endorsed by the American Montessori Society ([www.amshq.org](http://www.amshq.org)) or the association Montessori International ([www.montessori-am.org](http://www.montessori-am.org)) as its primary method of instruction may combine preschool children of ages three (3) to five (5) years of age with children enrolled in kindergarten. Notwithstanding anything to the contrary in R.C. 3301.56 (B)(2), when such age groups are combined, the maximum number of children per preschool staff member shall be twelve (12) and the maximum group size shall be twenty-four (24) children.





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S. In a room where children are napping or resting, if all children are at least eighteen (18) months of age, the maximum number of children per preschool staff member shall, for a period not to exceed one and one-half (1 ½) hours in any twenty-four (24) hour day, be twice the maximum number of children per preschool staff member established in paragraph (P) above if all the following criteria are met:

1. at least one (1) preschool staff member shall be physically present in the room at all times during nap/rest time
2. the preschool staff member(s) assigned to a room where children are napping shall be responsible for the care and supervision of the children in the room and shall be able to summon other child-care staff members without leaving the room
3. there shall be enough preschool staff members readily accessible within the building in which the program is located to provide that the maximum number of children per preschool staff member as required by paragraph (P) above is met at all times
4. nap/rest time preparation shall have been completed and all napping children shall be resting or sleeping on cots or mats

Staff are not required to be present in a nap room for the purpose of supervising children if fifty percent (50%) of the wall space is open, staff can see all children at all times, and staff are routinely checking children every five (5) minutes.

T. Staff members shall be made aware of each child's cumulative and health records.

A.C. 3301-37-04, 3301-37-07