Department of Children & Youth

# Licensing Inspection Full Report

| Program Details | | |
|---|---|---|
| Program Type:<br>Pre School | Program Name:<br>Incarnation | Program Number:<br>1000020236 |
| Address:<br>45 Williamsburg Ln<br><br>Centerville<br>OH 45459 | | County:<br>MONTGOMERY |
| Organization Name:<br>Cincinnati Archdiocese | Org IRN:<br>052514 | Site IRN:<br>054445 |

| Inspection Information | | |
|---|---|---|
| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>02/25/2025 | Begin Time:<br>9:30 AM | End Time:<br>12:30 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: 103 | Number of Rules with Non-Compliances: 3 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1 | Low Risk Non-Compliances: 3 |

## 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**

**Domain**: **10 Written Policies & Procedures**

Rule: 5180-37:07 Written medication policy requirements

Code: This rule requires medication to be administered with policies in place that assure child information is gathered and health professional instructions are followed

Findings: During the inspection, it was determined the following requirement was not met:

- Medication was expired.

**Low Risk Non-Compliances**

**Domain**: **08 Staff Files**

Rule: 5180-37:04 Staff Medical statement

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have evidence of a signed medical statement on or before the first day of employment.

Findings: During the inspection and review of staff files, individuals used to count in ratio did not have evidence of a signed/dated medical statement on or before the first day of employment.

**Domain**: **09 Children's Files**

Rule: 5180-37:08 Child medical statement

Code: This rule requires that the parent provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means: The medical statement shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

Findings: During the inspection, and a review of children's files, it was determined that the medical statements were not updated every thirteen months from the date of examination

**Domain**: **09 Children's Files**

Rule: 5180-37:08 Child medical statement

Department of Children & Youth

Code: This rule requires that the parent provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means: For children three years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission.

Findings: During the inspection, and a review of children's files, it was determined that a medical was not provided for a child three years old or older within 30 days of admission and/or the examination did not occur within twelve months prior to the date of admission.

| Rules in Compliance/Not Verified | |
|---|---|
| **Rule: 5180-37:03 Written philosophy and goals** | *Not Verified* |
| **Rule: 5180-37:02 Parent handbook** | *Not Verified* |
| **Rule: 5180-37:03 Developmental progress and parent teacher conferences** | *Not Verified* |
| **Rule: 5180-37:03 Written curriculum adopted and aligned** | *Not Verified* |
| **Rule: 5180-37:02 Written compliance report posted** | *Not Verified* |
| **Rule: 5180-37:04 Program operation** | *Not Verified* |
| **Rule: 5180-37:04 Staff Non-Discrimination** | *Not Verified* |
| **Rule: 5180-37:03 Daily Schedule** | *Compliant* |
| **Rule: 5180-37:03 Nap/Rest-Time Requirements** | *Not Verified* |
| **Rule: 5180-37:04 Director onsite fifty percent of operating hours** | *Not Verified* |
| **Rule: 5180-37:04 Staff supervision** | *Not Verified* |
| **Rule: 5180-37:04 Director qualifications** | *Compliant* |
| **Rule: 5180-37:04 Director responsibilities** | *Not Verified* |

| | |
|---|---|
| **Rule: 5180-37:04 Administrator rules training** | *Not Verified* |
| **Rule: 5180-37:04 Lead teacher assigned** | *Compliant* |
| **Rule: 5180-37:04 Public preschool general education teacher requirements** | *Not Verified* |
| **Rule: 5180-37:04 Special education teacher requirements** | *Compliant* |
| **Rule: 5180-37:04 Substitute 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 Annual in-service requirements** | *Not Verified* |
| **Rule: 5180-37:04 Staff minimum requirements** | *Compliant* |
| **Rule: 5180-37:04 Orientation training** | *Compliant* |
| **Rule: 5180-37:04 Non-guilty non-conviction statement** | *Not Verified* |
| **Rule: 5180-37:04 Required background checks** | *Compliant* |
| **Rule: 5180-37:04 Staff with required health and safety trainings** | *Compliant* |
| **Rule: 5180-37:04 Background check updates** | *Compliant* |
| **Rule: 5180-37:04 Second adult requirements** | *Compliant* |
| **Rule: 5180-37:04 Staff/child ratio maintained at all times** | *Compliant* |
| **Rule: 5180-37:04 Licensed staff in-service requirement** | *Not Verified* |
| **Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom** | *Compliant* |

| | |
|---|---|
| **Rule: 5180-37:04 Nap/rest time ratio requirements** | *Compliant* |
| **Rule: 5180-37:04 Preschool special education law requirements** | *Compliant* |
| **Rule: 5180-37:04 Part-time staff in-service requirement** | *Not Verified* |
| **Rule: 5180-37:04 Mixed age group size** | *Compliant* |
| **Rule: 5180-37:04 Substitute providing IEP services** | *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 Approved trainer requirements** | *Not Verified* |
| **Rule: 5180-37:04 Intervention specialist caseload** | *Compliant* |
| **Rule: 5180-37:04 Preschool/school age mixed group** | *Not Verified* |
| **Rule: 5180-37:05 Outdoor play space** | *Compliant* |
| **Rule: 5180-37:05 Center cleaning and sanitizing** | *Not Verified* |
| **Rule: 5180-37:05 Phone available** | *Compliant* |
| **Rule: 5180-37:05 Safe play space available** | *Compliant* |
| **Rule: 5180-37:05 Play space free of hazards** | *Compliant* |
| **Rule: 5180-37:05 Exclusive use of preschool space** | *Compliant* |
| **Rule: 5180-37:06 Safe and sanitary equipment and materials** | *Not Verified* |
| **Rule: 5180-37:05 Square footage and maximum capacity** | *Not Verified* |
| **Rule: 5180-37:05 Lifeguard or certified safety instructor** | *Not Verified* |

| | |
|---|---|
| **Rule: 5180-37:05 Annual fire inspection** | *Compliant* |
| **Rule: 5180-37:05 Children supervised during travel times** | *Compliant* |
| **Rule: 5180-37:05 Public access areas** | *Not Verified* |
| **Rule: 5180-37:05 Ratio maintained at all times** | *Not Verified* |
| **Rule: 5180-37:05 Swimming and wading pools** | *Compliant* |
| **Rule: 5180-37:06 Electrical fans** | *Compliant* |
| **Rule: 5180-37:05 Electrical outlets** | *Compliant* |
| **Rule: 5180-37:05 Room divided by barrier** | *Not Verified* |
| **Rule: 5180-37:05 Smoking prohibited** | *Not Verified* |
| **Rule: 5180-37:06 Adequate first-aid supplies** | *Compliant* |
| **Rule: 5180-37:06 Materials selected independently** | *Not Verified* |
| **Rule: 5180-37:06 Cleaning and sanitizing supplies** | *Compliant* |
| **Rule: 5180-37:05 Indoor space minimum requirements** | *Compliant* |
| **Rule: 5180-37:06 Potty chair requirements** | *Not Verified* |
| **Rule: 5180-37:06 Space heaters** | *Compliant* |
| **Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants** | *Compliant* |
| **Rule: 5180-37:06 Cot or Mat requirements** | *Compliant* |
| **Rule: 5180-37:06 Protective Mats** | *Compliant* |
| **Rule: 5108-37:06 Furniture and equipment** | *Compliant* |

| | |
|---|---|
| **Rule: 5180-37:07 Governing body written policies** | *Not Verified* |
| **Rule: 5180-37:07 Program policies and procedures** | *Not Verified* |
| **Rule: 5180-37:07 Appropriate policies for children** | *Not Verified* |
| **Rule: 5180-37:07 Staff policies** | *Not Verified* |
| **Rule: 5180-37:07 Emergency numbers posting** | *Compliant* |
| **Rule: 5180-37:07 Developmentally appropriate program planning** | *Not Verified* |
| **Rule: 5180-37:07 Policies address children's cumulative records** | *Not Verified* |
| **Rule: 5180-37:07 Admission procedures** | *Not Verified* |
| **Rule: 5180-37:07 Health and safety procedures** | *Not Verified* |
| **Rule: 5180-37:07 Organized school health services** | *Not Verified* |
| **Rule: 5180-37:07 Emergency procedure postings and records** | *Compliant* |
| **Rule: 5180-37:07 Immunization records and emergency medical authorization requirements** | *Not Verified* |
| **Rule: 5180-37:07 Parent Roster** | *Not Verified* |
| **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** | *Not Verified* |
| **Rule: 5180-37:07 Unlimited parent access** | *Not Verified* |
| **Rule: 5180-37:07 Offsite swimming policy requirements** | *Not Verified* |
| **Rule: 5180-37:07 Parent Roster permission** | *Not Verified* |

| | |
|---|---|
| **Rule: 5180-37:07 Staff ratio during swimming and water play activities** | *Compliant* |
| **Rule: 5180-37:07 Medical and dental emergency procedure posting** | *Compliant* |
| **Rule: 5180-37:07 Swimming policy** | *Not Verified* |
| **Rule: 5180-37-08 List of allergies and treatment** | *Compliant* |
| **Rule: 5180-37:04 Fluoride supplements** | *Not Verified* |
| **Rule: 5180-37:07 First-aid Facilities and Materials** | *Compliant* |
| **Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available** | *Compliant* |
| **Rule: 5180-37-08 Family Educational Rights and Privacy Act** | *Not Verified* |
| **Rule: 5180-37:07 Supervising grounds, play areas, and other facilities** | *Not Verified* |
| **Rule: 5180-37:07 Written procedures for incident and injury reporting** | *Not Verified* |
| **Rule: 5180-37:07 Swimming permission** | *Compliant* |
| **Rule: 5180-37:07 Parent permission for topical products** | *Not Verified* |
| **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** | *Not Verified* |
| **Rule: 5180-37-08 List of child diseases** | *Not Verified* |
| **Rule: 5180-37-08 Names and telephone numbers of physician and dentist** | *Not Verified* |

| | |
|---|---|
| **Rule: 5180-37-08 Emergency medical and dental care transportation** | *Compliant* |
| **Rule: 5180-37-08 Daily attendance records** | *Not Verified* |
| **Rule: 5180-37-08 Injury report** | *Not Verified* |
| **Rule: 5180-37-08 McKinney-Vento Homeless Assistance Act** | *Not Verified* |
| **Rule: 5180-37-08 Cumulative record requirements** | *Compliant* |
| **Rule: 5180-37-08 Child medical signed by licensed physician** | *Not Verified* |
| **Rule: 5180-37-08 Medication authorization** | *Compliant* |
| **Rule: 5180-37:09 Food license** | *Not Verified* |
| **Rule: 5180-37:09 Menus** | *Not Verified* |
| **Rule: 5180-37:09 Choice of two required food groups for snack** | *Not Verified* |
| **Rule: 5180-37:09 Modified diet accommodations** | *Not Verified* |
| **Rule: 5180-37:09 Snack service time** | *Not Verified* |
| **Rule: 5180-37:09 Nutritious snack choices provided to parents** | *Not Verified* |
| **Rule: 5180-37:09 Screen time during meal or snack time** | *Not Verified* |
| **Rule: 5180-37:09 Snack nutritional requirements** | *Not Verified* |
| **Rule: 5180-37:09 Snacks and meals to children attending four or more hours** | *Compliant* |
| **Rule: 5180-37:09 Use of powdered milk** | *Not Verified* |
| **Rule: 5180-37:11 Communicable disease chart posted** | *Not Verified* |
| **Rule: 5180-37:10 Reporting abuse policy** | *Not Verified* |

| | |
|---|---|
| **Rule: 5180-37:11 Communicable disease policy: Training staff** | *Compliant* |
| **Rule: 5180-37:10 Staff responsibility for discipline** | *Not Verified* |
| **Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease** | *Compliant* |
| **Rule: 5180-37:10 Discipline restrictions** | *Not Verified* |
| **Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements** | *Compliant* |
| **Rule: 5180-37:09 Policy regarding providing food when parent does not provide it** | *Not Verified* |
| **Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy ensures well being of individuals** | *Not Verified* |
| **Rule: 5180-37:10 Written discipline policy requirements** | *Not Verified* |
| **Rule: 5180-37:10 Staff receive discipline policy** | *Not Verified* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation** | *Compliant* |
| **Rule: 5180-37:11 Children observed for communicable disease upon** | *Not Verified* |
| **Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child** | *Compliant* |