Department of Children & Youth

Center Complaint Inspection Summary Report

All licensed child care programs are inspected at least once each year. Non-compliances are documented and grouped as Serious, Moderate or Low risk violations. Documenting statements and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the child care website at http://jfs.ohio.gov/CDC/childcare.stm. This includes complaint investigation reports with substantiated allegations. For any other child care records, please contact the Child Care Help Desk at 1-877-302-2347, option 4.

Program Details		
Program Name ST.JOHN'S HILLTOP PRESCHOOL	Program Number 000000500891	Program Type Child Care Center
Address 5520 FREMONT PIKE STONY RIDGE OH 43463		County WOOD

Inspection Information			
Inspection Type Complaint		Inspection Scope Partial	Inspection Notice Unannounced
Reviewer(s) Beverly Sutter	Inspection Day 09/22/2025	Begin Time 9:00 AM	End Time 9:30 AM

Summary of Findings				
No. Rules Verified	No. Rules with Non-compliances	No. Serious Risk	No. Moderate Risk	No. Low Risk
3	1	0	0	1

Staff-Child Ratios at the Time of Inspection			
Group	**Age Group/Range**	**Ratio Observed**	**Comment**
Toddler	30 months to < 36 months	1 to 7	
Toddler	30 months to < 36 months	1 to 7	
Preschool	3 years to < 4 years	2 to 7	Preschool and Pre-K combined
Preschool	3 years to < 4 years	1 to 4	
Pre-K	4 years to < 5 years	1 to 3	

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Complaint Allegations

If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. 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 or moderate risk non-compliance is cited.

Domain:08 Staff Files

Rule: 5180:2-12-07 Administrator Qualifications
Code: The program is required to maintain a qualified administrator.

Allegation: Complainant alleges no administrator on license.

Determination: Substantiated

Findings: During the inspection, it was determined the program did not have a qualified administrator as noted in number 4 below:

1. There is no qualified administrator
2. The appointed administrator's CDA has expired
3. The appointed administrator's CPL no longer meets qualifications
4. Other: no administrator on license.

Submit additional documentation of education qualifications/experience as outlined in Appendix A of this rule, or a new individual must be appointed and documentation submitted. To name a new administrator, an administrator amendment must be submitted through the licensing system, OCLQS. Submit the program's corrective action plan, which includes documents to support qualifications for the newly requested administrator, to the Department to verify compliance with the requirements of this rule.

Risk Level: Low

Corrective Action Plan Due: 10/23/2025

Summary of Additional Non-Compliances

Serious Risk Non-Compliances

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

Ohio Department of Children & Youth

Moderate Risk Non-Compliances

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

Low Risk Non-Compliances

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