Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Northtowne Elementary School	Program Number: 1000018045
Address: 4767 Northtowne Blvd Columbus OH 43229		County: FRANKLIN
Organization Name: Columbus City Schools District	Org IRN: 043802	Site IRN: 027813

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 03/09/2026	Begin Time: 11:45 AM	End Time: 1:50 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: 178	Number of Rules with Non-Compliances: 3	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 6

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: **08 Staff Files**

Rule: 5180-37:04 Substitute requirements

Code: This rule requires a substitute to meet the requirements as prescribed in section?3301.541?of the Revised Code and if applicable, rehabilitation criteria as described in rules?3301-20-01?and?3301-20-03?of the Administrative Code

Findings: During the inspection and review of staff files, a substitute did not have evidence of criminal background checks that meet the requirements.

Corrective Action Plan Due: 04/11/2026

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 5180-37:05 Annual fire inspection

Code: This rule requires that the program provide written documentation of an annual fire inspection and approval of the facility. Annually means within twelve calendar months of the previous fire inspection.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Corrective Action Plan Due: 04/11/2026

Domain: **08 Staff Files**

Rule: 5180-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence that they have a high school diploma, GED or high school equivalency.

Findings: During the inspection and review of staff files, substitutes used in ratio did not have documentation of a high school diploma or equivalent on file and available for review.

Corrective Action Plan Due: 04/11/2026

Domain: **08 Staff Files**

Rule: 5180-37:04 Substitute requirements

Code: This rule requires substitutes to have evidence on file that individuals in public school districts, county board of developmental disabilities, educational service centers and community schools have an appropriate substitute license as prescribed in section?3319.226?of the Revised Code.

Findings: During the inspection and review of staff files, a substitute did not have evidence on file of an appropriate license.

Corrective Action Plan Due: 04/11/2026

Domain: **08 Staff Files**

Rule: 5180-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence of a signed medical statement.

Findings: During the inspection and review of staff files, a substitute did not have evidence of a signed medical statement on or before the first day of employment.

Corrective Action Plan Due: 04/11/2026

Domain: **08 Staff Files**

Rule: 5180-37:04 Substitute requirements

Code: This rule requires any substitute to have a signed non-guilty non-conviction statement on a prescribed form signed annually.

Findings: During the inspection and review of staff files, a substitute did not have a non-guilty non-conviction statement signed annually.

Corrective Action Plan Due: 04/11/2026

Domain: **08 Staff Files**

Rule: 5180-37:04 Staff Medical statement

Code: This rule requires a new staff member who meets the criteria to complete a tuberculosis test prior to employment.

Findings: During the inspection and review of staff files, a staff member who meets specific criteria to complete a tuberculosis test did not have the documentation on file.

Corrective Action Plan Due: 04/11/2026

Rules in Compliance/Not Verified	
Rule: 5180-37:03 Written philosophy and goals	*Compliant*
Rule: 5180-37:02 Parent handbook	*Compliant*

Rule: 5180-37:03 Developmental progress and parent teacher conferences	*Compliant*
Rule: 5180-37:03 Written curriculum adopted and aligned	*Compliant*
Rule: 5180-37:02 Written compliance report posted	*Compliant*
Rule: 5180-37:04 Program operation	*Compliant*
Rule: 5180-37:04 Staff Non-Discrimination	*Compliant*
Rule: 5180-37:03 Daily Schedule	*Compliant*
Rule: 5180-37:03 Nap/Rest-Time Requirements	*Compliant*
Rule: 5180-37:04 Director onsite fifty percent of operating hours	*Compliant*
Rule: 5180-37:04 Staff supervision	*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 Lead teacher assigned	*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 Individuals used in ratio	*Compliant*
Rule: 5180-37:04 Annual in-service requirements	*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 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: 5180-37:05 Infant and non-ambulatory child approved rooms	*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	*Compliant*
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	*Compliant*
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	*Compliant*
Rule: 5180-37:04 Intervention specialist caseload	*Compliant*
Rule: 5180-37:05 Outdoor play space	*Compliant*

Rule: 5180-37:05 Center cleaning and sanitizing	*Compliant*
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	*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 Public access areas	*Compliant*
Rule: 5180-37:05 Ratio maintained at all times	*Compliant*
Rule: 5180-37:06 Electrical fans	*Compliant*
Rule: 5180-37:05 Electrical outlets	*Compliant*
Rule: 5180-37:05 Room divided by barrier	*Compliant*
Rule: 5180-37:05 Smoking prohibited	*Compliant*
Rule: 5180-37:06 Adequate first-aid supplies	*Compliant*
Rule: 5180-37:06 Materials selected independently	*Compliant*
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	*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 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	*Compliant*
Rule: 5180-37:07 Program policies and procedures	*Compliant*
Rule: 5180-37:07 Appropriate policies for children	*Compliant*
Rule: 5180-37:07 Staff policies	*Compliant*
Rule: 5180-37:07 Emergency numbers posting	*Compliant*
Rule: 5180-37:07 Developmentally appropriate program planning	*Compliant*
Rule: 5180-37:07 Policies address children's cumulative records	*Compliant*
Rule: 5180-37:07 Admission procedures	*Compliant*
Rule: 5180-37:07 Health and safety procedures	*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 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 Transportation and field trip policies	*Compliant*
Rule: 5180-37:07 Unlimited parent access	*Compliant*
Rule: 5180-37:07 Offsite swimming policy requirements	*Compliant*
Rule: 5180-37:07 Parent Roster permission	*Compliant*
Rule: 5180-37:07 Safe sleep policy	*Compliant*
Rule: 5180-37:07 Medical and dental emergency procedure posting	*Compliant*
Rule: 5180-37:07 Swimming policy	*Compliant*
Rule: 5180-37-08 List of allergies and treatment	*Compliant*
Rule: 5180-37:04 Fluoride supplements	*Compliant*
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	*Compliant*
Rule: 5180-37:07 Supervising grounds, play areas, and other facilities	*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 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	*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 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*
Rule: 5180-37:09 Food license	*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 Snack service time	*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 nutritional requirements	*Compliant*
Rule: 5180-37:09 Snacks and meals to children attending four or more hours	*Compliant*
Rule: 5180-37:09 Use of powdered milk	*Compliant*
Rule: 5180-37:11 Communicable disease chart posted	*Compliant*
Rule: 5180-37:10 Reporting abuse policy	*Compliant*
Rule: 5180-37:11 Communicable disease policy: Training staff	*Compliant*
Rule: 5180-37:10 Staff responsibility for discipline	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease	*Compliant*
Rule: 5180-37:10 Discipline restrictions	*Compliant*
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	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness	*Compliant*
Rule: 5180-37:12 Soiled diapers storage/laundering	*Compliant*
Rule: 5180-37:10 Discipline policy ensures well being of individuals	*Compliant*
Rule: 5180-37:10 Written discipline policy requirements	*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: 5180-37:10 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	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child	*Compliant*
Rule: 5180-37:12 Diapering requirements	*Compliant*
Rule: 5180-37:12 Diaper storage	*Compliant*
Rule: 5180-37:08 Child medical statement	*Compliant*