Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: St Bernard-Elmwood Place Elementary School	Program Number: 1000018072
Address: 4515 Tower Ave Saint Bernard OH 45217		County: HAMILTON
Organization Name: St Bernard-Elmwood Place City	Org IRN: 044719	Site IRN: 037408

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 12/09/2025	Begin Time: 12:15 PM	End Time: 3:30 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: 178	Number of Rules with Non-Compliances: 16	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 30

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 Required background checks

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 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, individuals used in ratio did not have evidence of criminal background checks that meet the requirements.

Corrective Action Plan Due: 01/14/2026

Low Risk Non-Compliances

Domain: **03 Postings & Equipment**

Rule: 5180-37:02 Written compliance report posted

Code: This rule requires that the most recent written compliance report be posted.

Findings: During the inspection it was observed the most recent written compliance report was not posted.

Domain: **08 Staff Files**

Rule: 5180-37:04 Individuals used in ratio

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 the ratio is obligated to have required documentation on file.

Findings: During the inspection and a review of staff files, individuals used in ratio did not have documentation to meet requirements.

Domain: **08 Staff Files**

Rule: 5180-37:04 Annual in-service requirements

Code: This rule requires Annual in-service training be taken from July first to June thirtieth, or every twelve months from the date of hire for staff employed after the school year begins.

Findings: During the inspection and review of staff files, in-service hours were not obtained during the school year as defined by rule from July first through June thirtieth.

Domain: **08 Staff Files**

Rule: 5180-37:04 Licensed staff in-service requirement

Code: This rule requires preschool staff members licensed by the department to complete ten annual clock hours, which may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July first to June thirtieth.

Findings: During the inspection and review of staff files, preschool staff licensed by the department did not have evidence of ten in-service hours annually.

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 complete signed medical statement on or before the first day of employment.

Domain: **08 Staff Files**

Rule: 5180-37:04 Staff minimum requirements

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 the ratio is obligated to have evidence that they have a high school diploma, GED or high school equivalency.

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

Domain: **09 Children's Files**

Rule: 5180-37-08 Child medical signed by licensed physician

Code: This rule requires that the program secure and have on file all required information no later than the first day of attendance unless otherwise required. The health record of each child shall include but not be limited to a statement signed by a licensed physician as required by paragraph (A) of this rule.

Findings: During the inspection, and a review of children(s) files, it was determined that the health record of each child did not include a medical signed by a licensed physician.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No discipline shall be delegated to any other child.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Techniques of discipline shall not humiliate, shame, or frighten a child.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements

Code: This rule requires the communicable disease policy to include a child isolated due to suspected communicable disease to be observed carefully for worsening condition.

Findings: During the inspection review, the policy for communicable disease did not include the requirement to observe a child showing symptoms of illness.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements

Code: This rule requires the communicable disease policy to include the following: a child isolated due to suspected communicable disease to be cared for in a room or portion of a room not being used in the preschool program.

Findings: During the inspection review, the policy for communicable disease was missing the requirement for the room or portion of a room used to isolate an ill child

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with difficult or rapid breathing shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: difficult or rapid breathing.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with severe coughing, causing the child to become red or blue in the face or to make a whooping sound shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with a stiff neck with an elevated temperature shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: A stiff neck with an elevated temperature.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with untreated infected skin patch(es) shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Untreated infected skin patch(es).

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with evidence of untreated lice, scabies, or other parasitic infestation shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Evidence of untreated lice, scabies, or other parasitic infestation.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with unusually dark urine and/or grey or white stool shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Unusually dark urine and/or grey or white stool.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the following precaution to be taken for children suspected of having a communicable disease: A child with yellowish skin or eyes shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: yellowish skin or eyes.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge

Code: This rule requires the policy for communicable disease to include isolation and discharge precautions for specific symptoms of children suspected of having a communicable disease.

Findings: During the inspection review it was determined the policy for communicable disease was missing isolation and discharge precautions.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:07 Behavior management/discipline policy requirements

Code: This rule requires the behavior management/discipline which at a minimum meets the requirements of rule 3301-37-10 of the Administrative Code.

Findings: During the inspection and review of program policies, the behavior management/discipline policy did not meet requirements of rule 3301-37-10.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:07 Communicable Disease Policy requirements

Code: This rule requires the management of communicable diseases policy which at a minimum meets the requirements of rule?3301-37-11?of the Administrative Code.

Findings: During the inspection and review of program policies, the communicable disease policy did not meet requirements of rule 3301-37-11.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:07 Written procedures for incident and injury reporting

Code: This rule requires providing written notification to parents when a child is injured or a serious health/safety incident occurs and maintaining a log of all injury/incident reports.

Findings: During the inspection, it was determined that policies did not require providing written notification to parents when a child is injured or when a serious health/safety incident occurs.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Reporting abuse policy

Code: This rule requires the discipline policy to include the following: A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section?2151.421?of the Revised Code.

Findings: During the inspection policy review; reporting abuse procedures were missing.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease

Code: This rule requires each program to have a written policy concerning the management of communicable disease. The policy shall include: Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Findings: During the inspection review, the procedures for notifying all parents of exposure to a diagnosed communicable disease was not included in the communicable disease policy.

Domain: **10 Written Policies & Procedures**

Rule: 5180-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

Findings: During the inspection review, discipline restrictions were missing from the policy.

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: 5180-37:04 Program operation	*Compliant*
Rule: 5180-37:04 Staff Non-Discrimination	*Compliant*
Rule: 5180-37:03 Daily Schedule	*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 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 Orientation training	*Compliant*
Rule: 5180-37:04 Non-guilty non-conviction statement	*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 Staff/child ratio maintained at all times	*Compliant*
Rule: 5180-37:04 Preschool special education law requirements	*Compliant*
Rule: 5180-37:04 Mixed age group size	*Compliant*
Rule: 5180-37:04 Ratio and Group size: Special education 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 Annual fire inspection	*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: 5180-37:05 Electrical outlets	*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 Safe handling, storage, and disposal of bio-contaminants	*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 Transportation and field trip policies	*Compliant*
Rule: 5180-37:07 Unlimited parent access	*Compliant*
Rule: 5180-37:07 Parent Roster permission	*Compliant*

Rule: 5180-37:07 Medical and dental emergency procedure posting	*Compliant*
Rule: 5180-37-08 List of allergies and treatment	*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 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 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 Snack nutritional requirements	*Compliant*
Rule: 5180-37:11 Communicable disease chart posted	*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: Readmitting an ill child	*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: 5180-37:10 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*