Ohio Department of Education
Ohio Department of Job and Family Services

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Holy Spirit	Program Number: 1000018144
Address: 4382 Duchene Ln Columbus OH 43213		County: FRANKLIN
Organization Name: Columbus Diocese	Org IRN: 052530	Site IRN: 057646

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 01/26/2024	Begin Time: 9:10 AM	End Time: 11:50 AM

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: 101	Number of Rules with Non-Compliances: 3	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 2

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: **02 Safe & Sanitary Environment**

Rule: 3301-37:06 Cleaning and sanitizing supplies

Code: This rule requires that cleaning and sanitizing supplies shall be stored in a space that is inaccessible to children. Cleaning agents, aerosol cans and all other chemical substances are to be stored in a designated area in their original containers and/or clearly labeled.

Findings: During the inspection, it was observed that cleaning and sanitizing supplies were stored in a space that is accessible to children in that disinfecting wipes were stored on the counter, in an unlocked cabinet, and by the entry to the classroom.

Corrective Action Plan Due: 02/28/2024

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 3301-37:05 Electrical outlets

Code: This rule requires that electrical outlets are to be covered when not in use unless documentation is on file that the outlets are tamper resistant.

Findings: During the inspection, it was observed that electrical outlets are not covered when not in use and there was no documentation on file to indicate the outlets are tamper resistant (one outlet was not covered at the entry to the classroom).

Domain: **08 Staff Files**

Rule: 3301-37:04 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 and dated medical statement on or before the first day of employment (medical statement not dated).

Rules in Compliance/Not Verified

Rule: 3301-37:02 Written compliance report posted	*Not Verified*
Rule: 3301-37:04 Orientation training	*Compliant*
Rule: 3301-37:04 Non-guilty non-conviction statement	*Not Verified*
Rule: 3301-37:04 Required background checks	*Compliant*
Rule: 3301-37:04 Staff Non-Discrimination	*Not Verified*
Rule: 3301-37:04 Director onsite fifty percent of operating hours	*Not Verified*
Rule: 3301-37:04 Program operation	*Not Verified*
Rule: 3301-37:04 Staff supervision	*Not Verified*
Rule: 3301-37:04 Annual in-service requirements	*Not Verified*
Rule: 3301-37:04 Staff with required health and safety trainings	*Compliant*
Rule: 3301-37:05 Play space free of hazards	*Compliant*
Rule: 3301-37:04 Director responsibilities	*Not Verified*
Rule: 3301-37:04 Administrator rules training	*Not Verified*
Rule: 3301-37:04 Lead teacher assigned	*Compliant*
Rule: 3301-37:04 Nontax nonpublic preschool teacher requirements	*Compliant*
Rule: 3301-37:04 Individuals used in ratio	*Compliant*
Rule: 3301-37:04 Staff minimum requirements	*Compliant*
Rule: 3301-37:04 Background check updates	*Compliant*

Rule: 3301-37:04 Staff/child ratio maintained at all times	*Compliant*
Rule: 3301-37:04 Ratio and Group size: General education or co-taught classroom	*Compliant*
Rule: 3301-37:04 Second adult requirements	*Compliant*
Rule: 3301-37:05 Outdoor play space	*Compliant*
Rule: 3301-37:06 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 3301-37:06 Materials selected independently	*Not Verified*
Rule: 3301-37:06 Adequate first-aid supplies	*Compliant*
Rule: 3301-37:07 Governing body written policies	*Not Verified*
Rule: 3301-37:07 Program policies and procedures	*Not Verified*
Rule: 3301-37:07 Appropriate policies for children	*Not Verified*
Rule: 3301-37:07 Staff policies	*Not Verified*
Rule: 3301-37:07 Policies address children's cumulative records	*Not Verified*
Rule: 3301-37:07 Developmentally appropriate program planning	*Not Verified*
Rule: 3301-37:07 Health and safety procedures	*Not Verified*
Rule: 3301-37:07 Organized school health services	*Not Verified*
Rule: 3301-37:07 Emergency procedure postings and records	*Compliant*
Rule: 3301-37:07 Immunization records and emergency medical authorization requirements	*Not Verified*

Rule: 3301-37-08 List of allergies and treatment	*Compliant*
Rule: 3301-37:11 Communicable Disease Policy: Parent notification of illness	*Not Verified*
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Not Verified*
Rule: 3301-37:11 Communicable disease chart posted	*Compliant*
Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements	*Not Verified*
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation	*Not Verified*
Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child	*Not Verified*
Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child	*Not Verified*
Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease	*Not Verified*
Rule: 3301-37:11 Communicable disease policy: Training staff	*Not Verified*
Rule: 3301-37:05 Safe play space available	*Compliant*
Rule: 3301-37:10 Discipline restrictions	*Not Verified*
Rule: 3301-37:10 Reporting abuse policy	*Not Verified*
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	*Not Verified*
Rule: 3301-37:10 Staff receive discipline policy	*Not Verified*
Rule: 3301-37:07 Admission procedures	*Not Verified*
Rule: 3301-37:07 Parent Roster	*Not Verified*

Rule: 3301-37:07 Behavior management/discipline policy requirements	*Compliant*
Rule: 3301-37:07 Communicable Disease Policy requirements	*Compliant*
Rule: 3301-37:07 Transportation and field trip policies	*Not Verified*
Rule: 3301-37:07 Offsite swimming policy requirements	*Not Verified*
Rule: 3301-37-08 Immunization records	*Compliant*
Rule: 3301-37:07 Unlimited parent access	*Not Verified*
Rule: 3301-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	*Compliant*
Rule: 3301-37-08 List of chronic physical problems and history of hospitalization	*Not Verified*
Rule: 3301-37-08 List of child diseases	*Not Verified*
Rule: 3301-37-08 Names and telephone numbers of physician and dentist	*Not Verified*
Rule: 3301-37-08 Emergency medical and dental care transportation	*Compliant*
Rule: 3301-37-08 Daily attendance records	*Not Verified*
Rule: 3301-37-08 Injury report	*Not Verified*
Rule: 3301-37-08 Family Educational Rights and Privacy Act	*Not Verified*
Rule: 3301-37-08 McKinney-Vento Homeless Assistance Act	*Not Verified*
Rule: 3301-37:09 Food license	*Not Verified*
Rule: 3301-37:07 Parent Roster permission	*Not Verified*

Rule: 3301-37:10 Staff responsibility for discipline	*Not Verified*
Rule: 3301-37:10 Written discipline policy requirements	*Not Verified*
Rule: 3301-37:09 Menus	*Not Verified*
Rule: 3301-37:10 Discipline policy ensures well being of individuals	*Not Verified*
Rule: 3301-37:05 Children supervised during travel times	*Compliant*
Rule: 3301-37:05 Ratio maintained at all times	*Not Verified*
Rule: 3301-37:05 Annual fire inspection	*Compliant*
Rule: 3301-37:05 Center cleaning and sanitizing	*Not Verified*
Rule: 3301-37:05 Phone available	*Compliant*
Rule: 3301-37:05 Smoking prohibited	*Not Verified*
Rule: 3301-37:06 Safe and sanitary equipment and materials	*Not Verified*
Rule: 3301-37:07 Emergency numbers posting	*Compliant*
Rule: 3301-37:07 Medical and dental emergency procedure posting	*Compliant*
Rule: 3301-37:05 Square footage and maximum capacity	*Not Verified*
Rule: 3301-37:05 Exclusive use of preschool space	*Compliant*
Rule: 3301-37:05 Indoor space minimum requirements	*Compliant*
Rule: 3301-37:04 Fluoride supplements	*Not Verified*
Rule: 3301-37:07 Handwashing and disposable towels or air hand dryer available	*Compliant*

Rule: 3301-37:09 Choice of two required food groups for snack	*Not Verified*
Rule: 3301-37:09 Modified diet accommodations	*Not Verified*
Rule: 3301-37:09 Nutritious snack choices provided to parents	*Not Verified*
Rule: 3301-37:09 Screen time during meal or snack time	*Not Verified*
Rule: 3301-37:09 Snack nutritional requirements	*Not Verified*
Rule: 3301-37:09 Snack service time	*Not Verified*
Rule: 3301-37:09 Snacks and meals to children attending four or more hours	*Compliant*
Rule: 3301-37:09 Use of powdered milk	*Not Verified*
Rule: 3301-37:03 Daily Schedule	*Compliant*
Rule: 3301-37:04 Licensed staff in-service requirement	*Not Verified*
Rule: 3301-37:04 Part-time staff in-service requirement	*Not Verified*
Rule: 3301-37:11 Children observed for communicable disease upon	*Not Verified*
Rule: 3301-37:07 Supervising grounds, play areas, and other facilities	*Not Verified*
Rule: 3301-37:07 Written medication policy requirements	*Compliant*
Rule: 3301-37:07 Written procedures for incident and injury reporting	*Not Verified*
Rule: 3301-37:09 Policy regarding providing food when parent does not provide it	*Not Verified*
Rule: 3301-37:08 Child medical statement	*Compliant*
Rule: 3301-37-08 Cumulative record requirements	*Compliant*

Rule: 3301-37-08 Medication authorization	*Compliant*
Rule: 3301-37:03 Developmental progress and parent teacher conferences	*Not Verified*
Rule: 3301-37:02 Parent handbook	*Not Verified*
Rule: 3301-37:03 Written curriculum adopted and aligned	*Not Verified*
Rule: 3301-37:06 Furniture and equipment	*Compliant*
Rule: 3301-37:05 Public access areas	*Not Verified*
Rule: 3301-37:04 Approved trainer requirements	*Not Verified*
Rule: 3301-37-08 Child medical signed by licensed physician	*Not Verified*
Rule: 3301-37:03 Written philosophy and goals	*Not Verified*
Rule: 3301-37:07 Parent permission for topical products	*Not Verified*