Department of Children & Youth

Licensing Inspection Full Report

All licensed early care and education programs are inspected at least once each year. Non-compliances are documented and grouped by risk level. Documenting statements, technical assistance provided and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the Department of Children & Youth website at https://childcaresearch.ohio.gov/ . This includes complaint investigation reports with substantiated allegations. For any other early care and education records, please contact the Family and Customer Support Center at 1-844-234-5437.

Program Details		
Program Name St Paul School	Program Number 1000018271	Program Type School Age Child Care
Address 61 Moss Rd Westerville OH 43082		County DELAWARE

Organization Name:	Org IRN:	Site IRN:
Columbus Diocese	052530	058115

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 09/29/2026	Begin Time 2:30 PM	End Time 5:45 PM	Reviewer: Sarena Powhida

Summary of Findings			
No. Requirements Verified 50	No. Requirements with Non-compliances 5		No. Requirements Compliant 42
No. Serious Risk 0	No. Moderate Risk Findings 1	No. Other Non-compliance Findings 5	No. Technical Assistance Provided 2

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
ACE	School-Age to < 11 years	4 to 13	In Compliance	~4:45
ACE	School-Age to < 11 years	3 to 29	In Compliance	~2:30

Department of Children & Youth

Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5180:2-12-03, 5180:2-13-03, 5180:2-19-10 and 5180:2-20-02 detail the process for submitting a request for review. The request for review must be submitted within ten business days from the receipt of the licensing report. In addition, if the program is Step Up To Quality rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.

Serious Risk Non-Compliances

A serious risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

No serious risk non-compliances were observed during this inspection

Moderate Risk Non-Compliances

A moderate risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

Domain: **08 Staff Files**

Rule: 5180-32-03 Required background checks

Requirement: This rule requires each individual used in ratio to provide evidence of criminal record checks and five-year updates that 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.

Finding: During the inspection and review of staff files, background checks were not updated every five years.

Other Non-Compliances

This section includes other rule violations that are observable and/or based on facts.

Domain: **08 Staff Files**

Rule: 5180-32:03 Staff with required health and safety training

Requirement: The program is required to have all individuals counted in ratio or left alone with children complete training in child abuse and neglect recognition and prevention within sixty days of hire. Staff must complete training in first aid and CPR within the first ninety days of hire.

Finding: In review of the staff records, it was determined that at least one individual counted in ratio or left alone with children had not completed required health and safety training in that, at least one individual onsite does not have a current course on the recognition and prevention of child abuse from an approved provider, at least one individual onsite does not have a current age-appropriate course in CPR from an approved provider, and at least one individual onsite does not have a current age-appropriate course in first aid from an approved provider. Refer to the Employee Record Chart for the name(s) of the individual(s) who must complete the required health and safety training(s). Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/31/2026

Domain: **08 Staff Files**

Rule: 5180-32:03 Staff medical statement

Requirement: This rule requires any individual who are used to meet ratio or left alone with a child is obligated to have evidence of a signed medical statement on or before the first day of employment.

Finding: During the inspection, it was determined that individuals used to count in ratio did not have evidence of a signed medical statement on or before the first day of employment. Submit the program's corrective action plan to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/31/2026

Domain: **09 Children's Files**

Rule: 5180:2-19-05 Health Care Plans

Requirement: This rule requires the program to obtain a health care form from the parent if a child has a chronic health condition.

Finding: During the inspection, it was determined that a health care plan form was not maintained for a child with a chronic health condition in that the following items were missing:

*at least one child's form did not include parental consent for first aid and instructions for caring for the child with a chronic condition or diagnosis

*at least one child's form did not include the signatures of staff trained to perform medical procedures to manage the child's chronic health condition

Submit the program's corrective action plan, which includes a copy of the health care plan (s), to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/31/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-19-09 Emergency Preparedness and Response Plan

Requirement: The program must ensure all staff have access to the emergency preparedness and response plan (EPRP), receive initial and annual EPRP training, and have duties reassigned as needed. The EPRP must be updated yearly, and local emergency management officials contacted when appropriate.

Finding: During the inspection, it was determined the program did not complete the requirements in rule to ensure that school child program staff members and employees are trained on the emergency preparedness and response plan (EPRP) in that, the training had not been completed. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/31/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-19-09 Emergency Preparedness and Response Plan

Requirement: The program is required to have a completed emergency preparedness and response plan.

Finding: During the inspection, it was determined the program's written emergency preparedness and response plan did not meet the requirement or was missing the following information:

*a written security plan that ensures access to the program is limited to parents and guardians of children in care and authorized persons.

*procedures for dental emergencies

*procedures for loss of heat

*emergency numbers for dental emergencies

*making the EPRP available to all school child program staff members and employees (where located for staff?)

Submit the program's corrective action plan to the department, which includes the missing information, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/31/2026

Ohio Department of Children & Youth

Technical Assistance Provided

This section documents technical assistance provided to the program when the program demonstrated an overall level of compliance with a rule requirement.

Domain: 08 Staff Files

Rule: 5180-32:03 Annual in-service requirements

Requirement: This rule requires that individuals used to meet ratio or left alone with children are to complete in-service hours as set forth in section 3301.54 or the Revised Code and annually.

Findings: During the inspection, it was determined that staff has not completed in-service training as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 09 Children's Files

Rule: 5180:2-19-05 Child Health and Enrollment Records

Requirement: This rule requires that an enrollment form containing the required information is secured for each enrolled child.

Findings: In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 “Child Enrollment and Health Information For Child Care”, or other enrollment form as required, in that the program representative had not signed the form. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

In Compliance/Not Verified/Previously Verified/Not Applicable

This section documents rule requirements that were assessed as fully compliant, previously verified, not verified during this inspection or not applicable to the program.

Rule	Status	Documenting Statement(s), If applicable
5180-32:11 Program license application	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180-2-19-03 First Aid Supplies/Standard Precautions	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Phone requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-32:03 Staff minimum requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-19-03 Smoke free environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Handwashing facilities	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-2-19-03 Annual fire inspection	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Outdoor play space	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Building Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 License posted	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Safe Environment & Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Sanitary Environment & Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180-32:03 Staff/Child ratio	Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Indoor Space Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-32:03 Maximum group exceeded	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-32:03 Staff Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-32-03 Administrator onsite time	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-04 Curriculum	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-04 Materials and equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 Current Information	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-06 Food Service Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 Inspection Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-05 Attendance Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180-32:03 Orientation Training	Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-05 Incident/Injury Reports	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-32:03 Swimming Site and Lifeguard Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-05 Swimming and Water Activity Permissions	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-05 Transportation Plans	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-05 Medication Documentation	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-06 Meal and Snack Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-06 Meal Policy and Procedures	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-08 Child Guidance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-07 Management of Communicable Disease	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-08 Written Child Guidance Policy	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 Serious Incidents	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-09 Emergency Drills	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-09 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 License Capacity and Change of Location	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Access to Pools and Bodies of Water	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-10 Temporary Closure	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-09 Medication Administration Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-09 Written Policies and Procedures	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-19-03 Outdoor Equipment and Materials	Compliant	