Ohio Department of Education
Ohio Department of Job and Family Services

# Licensing Inspection Full Report

| Program Details | | |
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| Program Type:<br>Pre School | Program Name:<br>St. John XXIII Catholic School | Program Number:<br>1000018296 |
| Address:<br>3806 Manchester Rd<br><br>Middletown<br>OH 45042 | | County:<br>BUTLER |
| Organization Name:<br>Cincinnati Archdiocese | Org IRN:<br>052514 | Site IRN:<br>055129 |

| Inspection Information | | |
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| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>03/06/2024 | Begin Time:<br>11:15 AM | End Time:<br>1:15 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 | | |
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| Number of Rules Verified: 177 | Number of Rules with Non-Compliances: 1 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1 | Low Risk Non-Compliances: 0 |

## 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: 00 License & Approvals**

Rule: 3301-37:02 Program amendment submitted

Code: This rule requires a change of capacity to be submitted prior to children attending.

Findings: Preschool children attended the program prior to a change of capacity being submitted.

Program has a change of capacity amendment in OCLQS that was returned for revision on 3/14/23. Program needs to address this and resubmit the required documents.

Corrective Action Plan Due: 04/08/2024

**Low Risk Non-Compliances**

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

| Rules in Compliance/Not Verified | |
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| **Rule: 3301-37:06 Electrical fans** | *Compliant* |
| **Rule: 3301-37:02 Written compliance report posted** | *Compliant* |
| **Rule: 3301-37:04 Orientation training** | *Compliant* |
| **Rule: 3301-37:04 Non-guilty non-conviction statement** | *Compliant* |
| **Rule: 3301-37:04 Required background checks** | *Compliant* |
| **Rule: 3301-37:04 Staff Medical statement** | *Compliant* |

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| **Rule: 3301-37:04 Staff Non-Discrimination** | *Compliant* |
| **Rule: 3301-37:04 Director onsite fifty percent of operating hours** | *Compliant* |
| **Rule: 3301-37:04 Program operation** | *Compliant* |
| **Rule: 3301-37:04 Staff supervision** | *Compliant* |
| **Rule: 3301-37:04 Annual in-service requirements** | *Compliant* |
| **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 qualifications** | *Compliant* |
| **Rule: 3301-37:04 Director responsibilities** | *Compliant* |
| **Rule: 3301-37:04 Lead teacher assigned** | *Compliant* |
| **Rule: 3301-37:04 Special education teacher requirements** | *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* |

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| **Rule: 3301-37:04 Mixed age group size** | *Compliant* |
| **Rule: 3301-37:05 Outdoor play space** | *Compliant* |
| **Rule: 3301-37:06 Cleaning and sanitizing supplies** | *Compliant* |
| **Rule: 3301-37:06 Safe handling, storage, and disposal of bio-contaminants** | *Compliant* |
| **Rule: 3301-37:06 Materials selected independently** | *Compliant* |
| **Rule: 3301-37:06 Adequate first-aid supplies** | *Compliant* |
| **Rule: 3301-37:06 Cot or Mat requirements** | *Compliant* |
| **Rule: 3301-37:07 Governing body written policies** | *Compliant* |
| **Rule: 3301-37:07 Program policies and procedures** | *Compliant* |
| **Rule: 3301-37:07 Appropriate policies for children** | *Compliant* |
| **Rule: 3301-37:07 Staff policies** | *Compliant* |
| **Rule: 3301-37:07 Policies address children's cumulative records** | *Compliant* |
| **Rule: 3301-37:07 Developmentally appropriate program planning** | *Compliant* |
| **Rule: 3301-37:07 Health and safety procedures** | *Compliant* |
| **Rule: 3301-37:07 Organized school health services** | *Compliant* |
| **Rule: 3301-37:07 Emergency procedure postings and records** | *Compliant* |
| **Rule: 3301-37:07 Immunization records and emergency medical authorization requirements** | *Compliant* |

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| **Rule: 3301-37-08 List of allergies and treatment** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Parent notification of illness** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge** | *Compliant* |
| **Rule: 3301-37:11 Communicable disease chart posted** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child** | *Compliant* |
| **Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease** | *Compliant* |
| **Rule: 3301-37:11 Communicable disease policy: Training staff** | *Compliant* |
| **Rule: 3301-37:05 Safe play space available** | *Compliant* |
| **Rule: 3301-37:10 Discipline restrictions** | *Compliant* |
| **Rule: 3301-37:10 Reporting abuse policy** | *Compliant* |
| **Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent** | *Compliant* |
| **Rule: 3301-37:10 Staff receive discipline policy** | *Compliant* |
| **Rule: 3301-37:07 Admission procedures** | *Compliant* |
| **Rule: 3301-37:07 Parent Roster** | *Compliant* |

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| **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** | *Compliant* |
| **Rule: 3301-37:07 Safe sleep placement** | *Compliant* |
| **Rule: 3301-37-08 Immunization records** | *Compliant* |
| **Rule: 3301-37:07 Unlimited parent access** | *Compliant* |
| **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** | *Compliant* |
| **Rule: 3301-37-08 List of child diseases** | *Compliant* |
| **Rule: 3301-37-08 Names and telephone numbers of physician and dentist** | *Compliant* |
| **Rule: 3301-37-08 Emergency medical and dental care transportation** | *Compliant* |
| **Rule: 3301-37-08 Daily attendance records** | *Compliant* |
| **Rule: 3301-37-08 Injury report** | *Compliant* |
| **Rule: 3301-37-08 Family Educational Rights and Privacy Act** | *Compliant* |
| **Rule: 3301-37:09 Food license** | *Compliant* |
| **Rule: 3301-37:07 Parent Roster permission** | *Compliant* |
| **Rule: 3301-37:07 Safe sleep policy** | *Compliant* |

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| **Rule: 3301-37:10 Staff responsibility for discipline** | *Compliant* |
| **Rule: 3301-37:10 Written discipline policy requirements** | *Compliant* |
| **Rule: 3301-37:09 Menus** | *Compliant* |
| **Rule: 3301-37:10 Discipline policy ensures well being of individuals** | *Compliant* |
| **Rule: 3301-37:02 Preschool application submission** | *Compliant* |
| **Rule: 3301-37:02 Preschool information reported in Education Management Information System** | *Compliant* |
| **Rule: 3301-37:05 Children supervised during travel times** | *Compliant* |
| **Rule: 3301-37:04 Nap/rest time ratio requirements** | *Compliant* |
| **Rule: 3301-37:04 Preschool/school age mixed group** | *Compliant* |
| **Rule: 3301-37:05 Ratio maintained at all times** | *Compliant* |
| **Rule: 3301-37:05 Annual fire inspection** | *Compliant* |
| **Rule: 3301-37:05 Center cleaning and sanitizing** | *Compliant* |
| **Rule: 3301-37:05 Electrical outlets** | *Compliant* |
| **Rule: 3301-37:05 Phone available** | *Compliant* |
| **Rule: 3301-37:05 Smoking prohibited** | *Compliant* |
| **Rule: 3301-37:06 Safe and sanitary equipment and materials** | *Compliant* |
| **Rule: 3301-37:06 Protective Mats** | *Compliant* |
| **Rule: 3301-37:07 Emergency numbers posting** | *Compliant* |

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| **Rule: 3301-37:07 Medical and dental emergency procedure posting** | *Compliant* |
| **Rule: 3301-37:05 Square footage and maximum capacity** | *Compliant* |
| **Rule: 3301-37:05 Exclusive use of preschool space** | *Compliant* |
| **Rule: 3301-37:05 Indoor space minimum requirements** | *Compliant* |
| **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** | *Compliant* |
| **Rule: 3301-37:09 Modified diet accommodations** | *Compliant* |
| **Rule: 3301-37:09 Nutritious snack choices provided to parents** | *Compliant* |
| **Rule: 3301-37:09 Screen time during meal or snack time** | *Compliant* |
| **Rule: 3301-37:09 Snack nutritional requirements** | *Compliant* |
| **Rule: 3301-37:09 Snack service time** | *Compliant* |
| **Rule: 3301-37:09 Snacks and meals to children attending four or more hours** | *Compliant* |
| **Rule: 3301-37:03 Daily Schedule** | *Compliant* |
| **Rule: 3301-37:03 Nap/Rest-Time Requirements** | *Compliant* |
| **Rule: 3301-37:04 Licensed staff in-service requirement** | *Compliant* |
| **Rule: 3301-37:04 Part-time staff in-service requirement** | *Compliant* |
| **Rule: 3301-37:11 Children observed for communicable disease upon** | *Compliant* |
| **Rule: 3301-37:07 Supervising grounds, play areas, and other facilities** | *Compliant* |

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| **Rule: 3301-37:07 Written medication policy requirements** | *Compliant* |
| **Rule: 3301-37:07 Written procedures for incident and injury reporting** | *Compliant* |
| **Rule: 3301-37:09 Policy regarding providing food when parent does not provide it** | *Compliant* |
| **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** | *Compliant* |
| **Rule: 3301-37:02 Parent handbook** | *Compliant* |
| **Rule: 3301-37:03 Written curriculum adopted and aligned** | *Compliant* |
| **Rule: 3301-37:06 Furniture and equipment** | *Compliant* |
| **Rule: 3301-37:05 Public access areas** | *Compliant* |
| **Rule: 3301-37:04 Approved trainer requirements** | *Compliant* |
| **Rule: 3301-37-08 Child medical signed by licensed physician** | *Compliant* |
| **Rule: 3301-37:03 Written philosophy and goals** | *Compliant* |
| **Rule: 3301-37:07 Parent permission for topical products** | *Compliant* |