Ohio Department of Education
Ohio Department of Job and Family Services

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: St Ursula Villa	Program Number: 1000018425
Address: 3660 Vineyard Pl Cincinnati OH 45226		County: HAMILTON
Organization Name: Cincinnati Archdiocese	Org IRN: 052514	Site IRN: 055608

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 03/21/2024	Begin Time: 9:25 AM	End Time: 6:00 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: 112	Number of Rules with Non-Compliances: 11	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 26

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 stored in a space that is accessible to children.

Corrective Action Plan Due: 05/02/2024

Low Risk Non-Compliances

Domain: **08 Staff Files**

Rule: 3301-37:04 Staff with required health and safety trainings

Code: This rule requires the program to ensure each staff member has completed and is current with an approved course for age-appropriate first aid and CPR in accordance with rule?5101:2-12-10?of the Administrative Code.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current age appropriate course in first aid from an approved provider.

Domain: **08 Staff Files**

Rule: 3301-37:04 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: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 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: 3301-37:11 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: 3301-37:11 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 temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness 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 child with a temperature of one hundred degrees Fahrenheit

taken by the auxiliary method when in combination with other signs of illness shall be immediately isolated and discharged to his parent or guardian.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 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: 3301-37:11 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: 3301-37:11 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 vomiting more than one time when accompanied by any other sign or symptom of illness 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: Vomiting more than one time when accompanied by any other sign or symptom of illness.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:07 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: 3301-37:11 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 diarrhea (three or more abnormally loose stools within a twenty-four-hour period) 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: Diarrhea (three or more abnormally loose stools within a twenty-four-hour period.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 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 sore throat or difficulty swallowing shall be immediately isolated and discharged to his parent or guardian.

Findings: During the inspection review, it was determined the policy for communicable disease was missing the requirement to isolate and discharge a child with the following symptom: Sore throat or difficulty swallowing.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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 within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.

Findings: During the inspection review, the policy for communicable disease was missing the requirement for the isolation space to be within sight and hearing of an adult at all times.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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 made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

Findings: During the inspection review, the policy for communicable disease did not include the cot/mat requirements when used by an ill child.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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 discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Findings: During the inspection review, the policy for communicable disease did not include the requirement to discharge an ill child to a parent, guardian or other person as soon as possible.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 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: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation

Code: This rule requires a management of communicable disease policy to include the precaution that a child with unusual spots, rashes or an elevated temperature be immediately isolated from other children and watched for symptoms that require discharge. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

Findings: During the inspection review, the policy for communicable disease was missing the following requirement: A child with unusual spots or rashes; or an elevated temperature shall be immediately isolated from other children.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child

Code: This rule requires each program to have a written policy concerning the management of communicable disease. The policy shall include: Procedures for isolating and discharging an ill child and policy for readmitting such child.

Findings: During the inspection review, the policy for readmitting an ill child was missing.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 Communicable disease policy: Training staff

Code: This rule requires each program to have a written policy concerning the management of communicable disease. The policy shall include: the program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures.

Findings: During the inspection, the program's written communication policy did not include policies for training all preschool staff in signs and symptoms of illness and in handwashing and disinfecting procedures.

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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: 3301-37:11 Communicable Disease Policy: Parent notification of illness

Code: This rule requires a written communicable disease policy that includes immediately notifying the parent or guardian when their child has been observed with signs or symptoms of illness.

Findings: During the inspection policy review, notification of parents was missing from the precautions taken for an ill child in the communicable disease policy

Domain: **10 Written Policies & Procedures**

Rule: 3301-37:11 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.

Rules in Compliance/Not Verified	
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	*Not Verified*
Rule: 3301-37:04 Required background checks	*Compliant*
Rule: 3301-37:04 Staff Medical statement	*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 Substitute requirements	*Compliant*
Rule: 3301-37:05 Play space free of hazards	*Compliant*
Rule: 3301-37:04 Director qualifications	*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 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 Preschool special education law requirements	*Not Verified*
Rule: 3301-37:04 Second adult requirements	*Compliant*
Rule: 3301-37:04 Mixed age group size	*Compliant*
Rule: 3301-37:04 Montessori maximum group size	*Compliant*

Rule: 3301-37:05 Outdoor play space	*Compliant*
Rule: 3301-37:06 Space heaters	*Not Verified*
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	*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 chart posted	*Not Verified*

Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child	*Not Verified*
Rule: 3301-37:12 Diapering requirements	*Compliant*
Rule: 3301-37:12 Diaper storage	*Compliant*
Rule: 3301-37:12 Soiled diapers storage/laundering	*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	*Not Verified*
Rule: 3301-37:07 Parent Roster	*Not Verified*
Rule: 3301-37:07 Behavior management/discipline 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	*Compliant*
Rule: 3301-37:10 Written discipline policy requirements	*Compliant*
Rule: 3301-37:09 Menus	*Not Verified*
Rule: 3301-37:10 Discipline policy ensures well being of individuals	*Compliant*
Rule: 3301-37:02 Preschool information reported in Education Management Information System	*Not Verified*
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	*Not Verified*
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 Potty chair requirements	*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 Room divided by barrier	*Not Verified*
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	*Not Verified*
Rule: 3301-37:09 Use of powdered milk	*Not Verified*
Rule: 3301-37:03 Daily Schedule	*Compliant*
Rule: 3301-37:03 Nap/Rest-Time Requirements	*Not Verified*
Rule: 3301-37:05 Infant and toddler space	*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 Swimming policy	*Not Verified*
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	*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: 3301-37:05 Infant and non-ambulatory child approved rooms	*Compliant*
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*