Department of Children & Youth

# Licensing Inspection Full Report

| Program Details | | |
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| Program Type:<br>Pre School | Program Name:<br>International Academy Of Cincinnati, Inc. | Program Number:<br>1000018640 |
| Address:<br>8094 Plantation Dr<br><br>West Chester<br>OH 45069 | | County:<br>BUTLER |
| Organization Name:<br>International Academy Of Cincinnati, Inc. | Org IRN:<br>132712 | Site IRN:<br>132712 |

| Inspection Information | | |
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| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>11/06/2023 | Begin Time:<br>11:45 AM | End Time:<br>3:15 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 | | |
|---|---|---|
| Number of Rules Verified: 177 | Number of Rules with Non-Compliances: 11 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 2 | Low Risk Non-Compliances: 12 |

## 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 added third classroom but did not submit a change of capacity in OCLQS.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 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.

Two staff members did not have evidence on file of the BCI/FBI background check available for review.

Corrective Action Plan Due: 12/17/2023

**Low Risk Non-Compliances**

**Domain**: **06 Program Information**

Rule: 3301-37:03 Developmental progress and parent teacher conferences

Code: This rule requires that children's developmental progress shall be reviewed and reported to parent(s) at established intervals. All reporting shall be according to established procedures of the program's governing board. A conference involving the teacher and parent shall be held at least twice a year.

Findings: During the inspection, it was determined that a conference involving the teacher and parent is not held at least twice a year.

Conferences must be offered to families at least 2x per year. Program is sending home progress reports and encourages communication between the family and teacher. Preschool Parent Handbook asks families to contact the teacher to schedule a conference whereas the program must be offering conferences twice per school year.

Corrective Action Plan Due: 12/17/2023

**Domain**: **06 Program Information**

Rule: 3301-37:02 Parent handbook

Code: This rule requires that the program have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies, including notifying parents of early and periodic screening, diagnosis and treatment (EPSTD) as well as developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA). The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes notifying parents of early and periodic screening, diagnosis and treatment (EPSTD).

Corrective Action Plan Due: 12/17/2023

**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 medical statement on or before the first day of employment.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 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.

Staff members did not have evidence of the required annual licensing in-service hours.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

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

Code: This rule requires the program to ensure a person who has completed and is current with an approved course to recognize the common signs of communicable disease or other illness will observe each child daily as they enter the group and be readily available at all times.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current course on the recognition of common signs of communicable disease from an approved provider.

Program needs to have at least one preschool staff member with communicable disease training.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

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

Code: This rule requires the program to ensure at least one preschool staff member who has completed and is current with a child abuse recognition and prevention course based on an approved curriculum. The child abuse recognition and prevention curriculum used in the course may be consistent with requirements as established by section 3319.073 of the Revised Code or appear on the approved curriculum list posted on the departments website. Consistent with requirements as established by section 3319.073 of the Revised Code, such staff shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five years thereafter.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current course on the recognition and prevention of child abuse from an approved provider.

Program needs to have at least one preschool staff member with Child Abuse Training.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 Orientation training

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 an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires any substitute to have a signed non-guilty non-conviction statement on a prescribed form signed annually.

Findings: During the inspection and review of staff files, a substitute did not have a non-guilty non-conviction statement signed annually.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, substitutes did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date.

Corrective Action Plan Due: 12/17/2023

**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.

One staff member did not have evidence of highest level of education or licensing credential available for review.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence of a signed medical statement.

Findings: During the inspection and review of staff files, a substitute did not have evidence of a signed medical statement on or before the first day of employment.

Corrective Action Plan Due: 12/17/2023

**Domain**: **08 Staff Files**

Rule: 3301-37:04 Non-guilty non-conviction 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 a signed non-guilty non-conviction statement on a prescribed form signed annually.

Findings: During the inspection and review of staff files, individuals used in ratio did not have a non-guilty non-conviction statement signed annually.

Corrective Action Plan Due: 12/17/2023

| Rules in Compliance/Not Verified | |
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| **Rule: 3301-37:02 Written compliance report posted** | *Compliant* |
| **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: 3301-37:05 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 Nontax nonpublic preschool teacher requirements** | *Compliant* |
| **Rule: 3301-37:04 Individuals used in ratio** | *Compliant* |
| **Rule: 3301-37:04 Background check updates** | *Compliant* |

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| **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: 3301-37:04 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* |

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| **Rule: 3301-37:07 Emergency procedure postings and records** | *Compliant* |
| **Rule: 3301-37:07 Immunization records and emergency medical authorization requirements** | *Compliant* |
| **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: 3301-37:12 Diapering requirements** | *Compliant* |
| **Rule: 3301-37:12 Diaper storage** | *Compliant* |
| **Rule: 3301-37:12 Soiled diapers storage/laundering** | *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* |

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| **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* |
| **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: 3301-37-08 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* |

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| **Rule: 3301-37-08 McKinney-Vento Homeless Assistance 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* |
| **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 Lifeguard or certified safety instructor** | *Compliant* |
| **Rule: 3301-37:05 Children supervised during travel times** | *Compliant* |
| **Rule: 3301-37:04 Nap/rest time ratio requirements** | *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* |

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| **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* |
| **Rule: 3301-37:07 Medical and dental emergency procedure posting** | *Compliant* |
| **Rule: 3301-37:05 Room divided by barrier** | *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* |

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| **Rule: 3301-37:06 Crib or cot assignment** | *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* |
| **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 Written curriculum adopted and aligned** | *Compliant* |
| **Rule: 3301-37:07 Staff ratio during swimming and water play activities** | *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: 3301-37:07 Swimming permission** | *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*