Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: St. Margaret of Cortona Preschool	Program Number: 1000019291
Address: 1600 N Hague Ave Columbus OH 43204		County: FRANKLIN
Organization Name: Columbus Diocese	Org IRN: 052530	Site IRN: 000691

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 02/18/2025	Begin Time: 11:30 AM	End Time: 3:00 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: 175	Number of Rules with Non-Compliances: 13	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 4	Low Risk Non-Compliances: 9

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: **01 Ratio & Supervision**

Rule: 5180-37:04 Nap/rest time ratio requirements

Code: This rule requires at least one preschool staff member shall be physically present in the room at all times during nap/rest time of children over the age of eighteen months.

Findings: During the inspection, a preschool staff member was not present at all times when children were napping or resting.

Corrective Action Plan Due: 03/21/2025

Domain: **02 Safe & Sanitary Environment**

Rule: 5180-37:06 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. On shelves in classrooms and in child restroom.

Corrective Action Plan Due: 03/21/2025

Domain: **08 Staff Files**

Rule: 5180-37:04 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.

Corrective Action Plan Due: 03/21/2025

Domain: **08 Staff Files**

Rule: 5180-37:04 Background check updates

Code: This rule requires a director and preschool staff member 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.

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

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Corrective Action Plan Due: 03/21/2025

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 5180-37:05 Phone available

Code: This rule requires that a phone shall be available while the program is in session.

Findings: During the inspection, it was observed that a phone was not available while the program was in session.

Domain: **02 Safe & Sanitary Environment**

Rule: 5180-37:05 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.

Domain: **03 Postings & Equipment**

Rule: 5180-37:07 Medical and dental emergency procedure posting

Code: This rule requires posting medical and dental emergency procedures in each preschool classroom and by each telephone.

Findings: During the inspection, it was determined that policies did not require posting medical and dental emergency procedures in each preschool classroom and by each telephone.

Domain: **08 Staff Files**

Rule: 5180-37:04 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.

Domain: **08 Staff Files**

Rule: 5180-37:04 Licensed staff in-service requirement

Code: This rule requires preschool staff members licensed by the department to complete ten annual clock hours, which may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July first to June thirtieth.

Findings: During the inspection and review of staff files, preschool staff licensed by the department did not have evidence of ten in-service hours annually.

Domain: **08 Staff Files**

Rule: 5180-37:04 Annual in-service requirements

Code: This rule requires annual in-service training for preschool staff members is to be in one or more of the following areas: (1) Child development or early childhood education; (2) Ohio approved professional development training; or (3) Health and safety.

Findings: During the inspection and review of staff files, the annual in-service hours were not completed in the areas of child development or early childhood education, Ohio approved professional development training, or health and safety.

Domain: **08 Staff Files**

Rule: 5180-37:04 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.

Domain: **08 Staff Files**

Rule: 5180-37:04 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.

Domain: **09 Children's Files**

Rule: 5180-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements

Code: This rule requires that the program secure and have on file all required information no later than the first day of attendance unless otherwise required The health record of each child shall include but not be limited to a list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.

Findings: During the inspection, and a review of children(s) files, it was determined that the health record of each child did not include a list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.

Rules in Compliance/Not Verified	
Rule: 5180-37:03 Written philosophy and goals	*Compliant*
Rule: 5180-37:02 Parent handbook	*Compliant*
Rule: 5180-37:03 Developmental progress and parent teacher conferences	*Compliant*
Rule: 5180-37:03 Written curriculum adopted and aligned	*Compliant*
Rule: 5180-37:02 Written compliance report posted	*Compliant*
Rule: 5180-37:04 Program operation	*Compliant*
Rule: 5180-37:04 Staff Non-Discrimination	*Compliant*
Rule: 5180-37:03 Daily Schedule	*Compliant*
Rule: 5180-37:03 Nap/Rest-Time Requirements	*Compliant*

Rule: 5180-37:04 Director onsite fifty percent of operating hours	*Compliant*
Rule: 5180-37:04 Staff supervision	*Compliant*
Rule: 5180-37:04 Director qualifications	*Compliant*
Rule: 5180-37:04 Director responsibilities	*Compliant*
Rule: 5180-37:04 Administrator rules training	*Compliant*
Rule: 5180-37:04 Lead teacher assigned	*Compliant*
Rule: 5180-37:04 Substitute requirements	*Compliant*
Rule: 5180-37:04 Nontax nonpublic preschool teacher requirements	*Compliant*
Rule: 5180-37:04 Individuals used in ratio	*Compliant*
Rule: 5180-37:04 Staff minimum requirements	*Compliant*
Rule: 5180-37:04 Staff with required health and safety trainings	*Compliant*
Rule: 5180-37:04 Second adult requirements	*Compliant*
Rule: 5180-37:04 Staff/child ratio maintained at all times	*Compliant*
Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom	*Compliant*
Rule: 5180-37:04 Part-time staff in-service requirement	*Compliant*
Rule: 5180-37:04 Approved trainer requirements	*Compliant*
Rule: 5180-37:05 Outdoor play space	*Compliant*
Rule: 5180-37:05 Center cleaning and sanitizing	*Compliant*
Rule: 5180-37:05 Safe play space available	*Compliant*

Rule: 5180-37:05 Play space free of hazards	*Compliant*
Rule: 5180-37:05 Exclusive use of preschool space	*Compliant*
Rule: 5180-37:05 Square footage and maximum capacity	*Compliant*
Rule: 5180-37:05 Annual fire inspection	*Compliant*
Rule: 5180-37:05 Children supervised during travel times	*Compliant*
Rule: 5180-37:05 Public access areas	*Compliant*
Rule: 5180-37:05 Ratio maintained at all times	*Compliant*
Rule: 5180-37:05 Room divided by barrier	*Compliant*
Rule: 5180-37:05 Smoking prohibited	*Compliant*
Rule: 5180-37:06 Adequate first-aid supplies	*Compliant*
Rule: 5180-37:06 Materials selected independently	*Compliant*
Rule: 5180-37:05 Indoor space minimum requirements	*Compliant*
Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 5180-37:06 Cot or Mat requirements	*Compliant*
Rule: 5108-37:06 Furniture and equipment	*Compliant*
Rule: 5180-37:07 Governing body written policies	*Compliant*
Rule: 5180-37:07 Program policies and procedures	*Compliant*
Rule: 5180-37:07 Appropriate policies for children	*Compliant*
Rule: 5180-37:07 Staff policies	*Compliant*

Rule: 5180-37:07 Emergency numbers posting	*Compliant*
Rule: 5180-37:07 Developmentally appropriate program planning	*Compliant*
Rule: 5180-37:07 Policies address children's cumulative records	*Compliant*
Rule: 5180-37:07 Admission procedures	*Compliant*
Rule: 5180-37:07 Health and safety procedures	*Compliant*
Rule: 5180-37:07 Organized school health services	*Compliant*
Rule: 5180-37:07 Emergency procedure postings and records	*Compliant*
Rule: 5180-37:07 Immunization records and emergency medical authorization requirements	*Compliant*
Rule: 5180-37:07 Parent Roster	*Compliant*
Rule: 5180-37:07 Behavior management/discipline policy requirements	*Compliant*
Rule: 5180-37:07 Communicable Disease Policy requirements	*Compliant*
Rule: 5180-37:07 Transportation and field trip policies	*Compliant*
Rule: 5180-37:07 Unlimited parent access	*Compliant*
Rule: 5180-37:07 Offsite swimming policy requirements	*Compliant*
Rule: 5180-37:07 Parent Roster permission	*Compliant*
Rule: 5180-37:07 Safe sleep policy	*Compliant*
Rule: 5180-37:07 Swimming policy	*Compliant*
Rule: 5180-37-08 List of allergies and treatment	*Compliant*

Rule: 5180-37:04 Fluoride supplements	*Not Verified*
Rule: 5180-37:07 First-aid Facilities and Materials	*Compliant*
Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available	*Compliant*
Rule: 5180-37-08 Family Educational Rights and Privacy Act	*Compliant*
Rule: 5180-37:07 Supervising grounds, play areas, and other facilities	*Compliant*
Rule: 5180-37:07 Written medication policy requirements	*Compliant*
Rule: 5180-37:07 Written procedures for incident and injury reporting	*Compliant*
Rule: 5180-37:07 Parent permission for topical products	*Compliant*
Rule: 5180-37-08 Immunization records	*Compliant*
Rule: 5180-37-08 List of chronic physical problems and history of hospitalization	*Compliant*
Rule: 5180-37-08 List of child diseases	*Compliant*
Rule: 5180-37-08 Names and telephone numbers of physician and dentist	*Compliant*
Rule: 5180-37-08 Emergency medical and dental care transportation	*Compliant*
Rule: 5180-37-08 Daily attendance records	*Compliant*
Rule: 5180-37-08 Injury report	*Compliant*
Rule: 5180-37-08 McKinney-Vento Homeless Assistance Act	*Not Verified*
Rule: 5180-37-08 Cumulative record requirements	*Compliant*
Rule: 5180-37-08 Child medical signed by licensed physician	*Compliant*

Rule: 5180-37-08 Medication authorization	*Compliant*
Rule: 5180-37:09 Food license	*Compliant*
Rule: 5180-37:09 Menus	*Compliant*
Rule: 5180-37:09 Choice of two required food groups for snack	*Compliant*
Rule: 5180-37:09 Modified diet accommodations	*Compliant*
Rule: 5180-37:09 Snack service time	*Compliant*
Rule: 5180-37:09 Screen time during meal or snack time	*Compliant*
Rule: 5180-37:09 Snack nutritional requirements	*Compliant*
Rule: 5180-37:09 Snacks and meals to children attending four or more hours	*Compliant*
Rule: 5180-37:09 Use of powdered milk	*Not Verified*
Rule: 5180-37:11 Communicable disease chart posted	*Compliant*
Rule: 5180-37:10 Reporting abuse policy	*Compliant*
Rule: 5180-37:11 Communicable disease policy: Training staff	*Compliant*
Rule: 5180-37:10 Staff responsibility for discipline	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease	*Compliant*
Rule: 5180-37:10 Discipline restrictions	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements	*Compliant*

Rule: 5180-37:09 Policy regarding providing food when parent does not provide it	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness	*Compliant*
Rule: 5180-37:10 Discipline policy ensures well being of individuals	*Compliant*
Rule: 5180-37:10 Written discipline policy requirements	*Compliant*
Rule: 5180-37:10 Staff receive discipline policy	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Compliant*
Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation	*Compliant*
Rule: 5180-37:11 Children observed for communicable disease upon	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child	*Compliant*
Rule: 5180-37:08 Child medical statement	*Compliant*