Ohio Department of Education
Ohio Department of Job and Family Services

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: St John The Baptist	Program Number: 1000019850
Address: 508 Park Ave Harrison OH 45030		County: HAMILTON
Organization Name: Cincinnati Archdiocese	Org IRN: 052514	Site IRN: 055145

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 01/17/2024	Begin Time: 10:00 AM	End Time: 12:30 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: 12	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 0	Low Risk Non-Compliances: 15

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

No Moderate Risk Non-Compliances were observed during this inspection

Low Risk Non-Compliances

Domain: **00 License & Approvals**

Rule: 3301-37:02 OCLQS not maintained

Code: This rule requires the program to be responsible for maintaining services and operating information.

Findings: Programming information was not updated in the Ohio Child Licensing and Quality System

Corrective Action Plan Due: 02/18/2024

Domain: **02 Safe & Sanitary Environment**

Rule: 3301-37:05 Annual fire inspection

Code: This rule requires that the program provide written documentation of an annual fire inspection and approval of the facility. Annually means within twelve calendar months of the previous fire inspection.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Fire inspection was expired.

Corrective Action Plan Due: 02/18/2024

Domain: **03 Postings & Equipment**

Rule: 3301-37:02 Written compliance report posted

Code: This rule requires that the most recent written compliance report be posted.

Findings: During the inspection it was observed the most recent written compliance report was not posted.

Program did not have the compliance report posted.

Corrective Action Plan Due: 02/18/2024

Domain: **03 Postings & Equipment**

Rule: 3301-37:07 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.

Corrective Action Plan Due: 02/18/2024

Domain: **05 Health & Safety**

Rule: 3301-37:09 Nutritious snack choices provided to parents

Code: This rule requires each program to provide information to parents on nutritious snack choices when parents provide meals and snacks.

Findings: During the inspection, the program did not have evidence of information provided to parents regarding nutritious snack choices when parents provide meals and snacks.

Corrective Action Plan Due: 02/18/2024

Domain: **05 Health & Safety**

Rule: 3301-37:09 Choice of two required food groups for snack

Code: This rule requires programs to provide snack with a choice from at least two of the food groups including meat/meat-equivalent group, bread/bread-alternative group, milk group, fruit, or vegetable group.

Findings: During the inspection, the program provided snack that did not include a choice from at least two food groups from the required list.

Program has parents supply only one snack for for all of the children. It was suggested as an option to the program to add milk or 100% juice as a second food group.

Corrective Action Plan Due: 02/18/2024

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: 02/18/2024

Domain: **06 Program Information**

Rule: 3301-37:02 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes notifying parents of developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA).

Corrective Action Plan Due: 02/18/2024

Domain: **06 Program Information**

Rule: 3301-37:02 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes how to obtain copies of inspection reports.

Corrective Action Plan Due: 02/18/2024

Domain: **06 Program Information**

Rule: 3301-37:02 Parent handbook

Code: This rule requires complaints and concerns regarding Ohio Administrative Code 3301-37 to be reported to the Office of Early Learning and School Readiness.

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes how to file a complaint.

Corrective Action Plan Due: 02/18/2024

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.

Corrective Action Plan Due: 02/18/2024

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: 02/18/2024

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: 02/18/2024

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.

Staff member did not have evidence of highest education level obtained, or educator license/credential.

Corrective Action Plan Due: 02/18/2024

Domain: **09 Children's Files**

Rule: 3301-37:08 Child medical statement

Code: This rule requires that the parent provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means: The medical statement shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

Findings: During the inspection, and a review of children's files, it was determined that the medical statements were not updated every thirteen months from the date of examination.

Corrective Action Plan Due: 02/18/2024

Rules in Compliance/Not Verified	
Rule: 3301-37:02 A child was left unattended inside or outside the facility	*Compliant*
Rule: 3301-37:02 Child is left unattended on a field trip or in a vehicle	*Compliant*
Rule: 3301-37-02 Falsified information was submitted to the department	*Compliant*
Rule: 3301-37:02 Medication was dispensed to the wrong child or the wrong dosage was administered	*Compliant*
Rule: 3301-37:04 Non-guilty non-conviction statement	*Compliant*
Rule: 3301-37:04 Required background checks	*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: 3301-37:04 Annual in-service requirements	*Compliant*
Rule: 3301-37:04 Staff with required health and safety trainings	*Compliant*
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	*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*
Rule: 3301-37:04 Staff/child ratio maintained at all times	*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: 3301-37:07 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*
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*
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*
Rule: 3301-37:09 Food license	*Compliant*
Rule: 3301-37:07 Parent Roster permission	*Compliant*
Rule: 3301-37:10 Staff responsibility for discipline	*Compliant*
Rule: 3301-37:10 Written discipline policy requirements	*Compliant*
Rule: 3301-37:10 Discipline policy ensures well being of individuals	*Compliant*
Rule: 3301-37:02 Children are not protected from harm resulting in a serious incident or injury	*Compliant*
Rule: 3301-37:02 Employee refused to be fingerprinted and remains employed or person remains employed when not eligible for employment	*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: 3301-37:05 Ratio maintained at all times	*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: 3301-37:07 Emergency numbers 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 Modified diet accommodations	*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*
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 Cumulative record requirements	*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*