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 Joan Of Arc | Program Number:<br>1000020215 |
| Address:<br>5950 Heatherdowns Blvd<br><br>Toledo<br>OH 43614 | | County:<br>LUCAS |
| Organization Name:<br>Toledo Diocese | Org IRN:<br>052555 | Site IRN:<br>053611 |

| Inspection Information | | |
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| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>04/24/2024 | Begin Time:<br>11:00 AM | End Time:<br>1:00 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 | | |
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| Number of Rules Verified: 177 | Number of Rules with Non-Compliances: 3 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 0 | Low Risk Non-Compliances: 6 |

## 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**: **08 Staff Files**

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

Code: This rule requires the program to ensure the following 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 CPR from an approved provider.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/24/2024

**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.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/24/2024

**Domain**: **09 Children's Files**

Rule: 3301-37-08 Cumulative record requirements

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 cumulative record of each child shall include but not be limited to the name, address (home and/or business), and telephone number of parent(s).

Findings: During the inspection, and a review of children's files, it was determined that the cumulative record of each child did not include the name, address, and telephone number of parent(s).

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/24/2024

**Domain**: **09 Children's Files**

Rule: 3301-37-08 Cumulative record requirements

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 cumulative record of each child shall include but not be limited to the name of persons(s) to whom the child can be released.

Findings: During the inspection, and a review of children(s) files, it was determined that the cumulative record of each child did not include the name of person(s) to whom the child can be released.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/24/2024

**Domain**: **09 Children's Files**

Rule: 3301-37-08 Cumulative record requirements

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 cumulative record of each child shall include but not be limited to the names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located.

Findings: During the inspection, and a review of children's files, it was determined that the cumulative record of each child did not include the names, addresses, and telephone numbers of two persons to contact in an emergency.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/24/2024

**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: For children three years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission.

Findings: During the inspection, and a review of children's files, it was determined that a medical was not provided for a child three years old or older within 30 days of admission and/or the examination did not occur within twelve months prior to the date of admission.

Corrective Action Plan Due: 05/24/2024

| 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* |
| **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* |

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| **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 Administrator rules training** | *Compliant* |
| **Rule: 3301-37:04 Lead teacher assigned** | *Compliant* |
| **Rule: 3301-37:04 Public preschool general education teacher requirements** | *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 Ratio and Group size: Integrated classroom** | *Compliant* |
| **Rule: 3301-37:04 Intervention specialist caseload** | *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 Space heaters** | *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: 3301-37:12 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* |
| **Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent** | *Compliant* |

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| **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: 3301-37:07 Offsite swimming policy requirements** | *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: 3301-37:05 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* |

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| **Rule: 3301-37:06 Protective Mats** | *Compliant* |
| **Rule: 3301-37:06 Potty chair requirements** | *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 Swimming and wading pools** | *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: 3301-37:09 Use of powdered milk** | *Compliant* |

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| **Rule: 3301-37:03 Daily Schedule** | *Compliant* |
| **Rule: 3301-37:03 Nap/Rest-Time Requirements** | *Compliant* |
| **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: 3301-37:04 Substitute providing IEP services** | *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 Swimming policy** | *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 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* |

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| **Rule: 3301-37:05 Infant and non-ambulatory child approved rooms** | *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* |