Department of Children & Youth

Licensing Inspection Full Report

All licensed early care and education programs are inspected at least once each year. Non-compliances are documented and grouped by risk level. Documenting statements, technical assistance provided and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the Department of Children & Youth website at https://childcaresearch.ohio.gov/ . This includes complaint investigation reports with substantiated allegations. For any other early care and education records, please contact the Family and Customer Support Center at 1-844-234-5437.

Program Details		
Program Name St Paul School	Program Number 1190019645	Program Type Pre School
Address 61 Moss Rd Westerville OH 43082		County DELAWARE

Organization Name: Columbus Diocese	Org IRN: 052530	Site IRN: 058115

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 09/29/2026	Begin Time 9:30 AM	End Time 1:30 PM	Reviewer: Sarena Powhida

Summary of Findings			
No. Requirements Verified 69	No. Requirements with Non-compliances 5		No. Requirements Compliant 61
No. Serious Risk 0	No. Moderate Risk Findings 2	No. Other Non-compliance Findings 4	No. Technical Assistance Provided 4

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Room 403	3 years to < 4 years	2 to 13	In Compliance	~12:30
Room 403	3 years to < 4 years	2 to 14	In Compliance	~9:30
Room 404	3 years to < 4 years	2 to 14	In Compliance	~9:30

Room 404	3 years to < 4 years	2 to 14	In Compliance	~12:30
Room 312	3 years to < 4 years	3 to 16	In Compliance	~9:30
Room 312	3 years to < 4 years	3 to 16	In Compliance	~12:30
Room 311	3 years to < 4 years	2 to 15	In Compliance	~9:30
Room 311	3 years to < 4 years	2 to 15	In Compliance	~12:30

Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5180:2-12-03, 5180:2-13-03, 5180:2-19-10 and 5180:2-20-02 detail the process for submitting a request for review. The request for review must be submitted within ten business days from the receipt of the licensing report. In addition, if the program is Step Up To Quality rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.

Serious Risk Non-Compliances

A serious risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

No serious risk non-compliances were observed during this inspection

Moderate Risk Non-Compliances

A moderate risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-20-05 Safe Environment

Requirement: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Finding: During the inspection, it was determined the program did not protect children from an unsafe item, condition or equipment. The following was observed: disinfecting wipes accessible to children in room 312 on shelf in restroom and in room 404 in cabinet under counter. Any hazardous equipment must be removed, replaced, or repaired and any hazardous condition must be corrected and must be made inaccessible to children. Provide staff training. Submit the program's corrective action plan, which includes a statement that the item or condition has been removed and a statement that training was provided, to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/30/2026

Domain: **08 Staff Files**

Rule: 5180-37-04 Background Check Requirements

Requirement: 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.

Finding: During the inspection, it was determined that individuals used in ratio did not have evidence of criminal background checks that meet the requirements (incorrect code used for BCI). Submit the program's corrective action plan, which includes a copy of the background check results, to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/30/2026

Other Non-Compliances

This section includes other rule violations that are observable and/or based on facts.

Domain: **08 Staff Files**

Rule: 5180-37-04 Preschool Staff Member Education

Requirement: 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.

Finding: 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. Submit the program's corrective action plan, which includes a copy of the education verification, to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/30/2026

Domain: **08 Staff Files**

Rule: 5180-37-04 Preschool Staff Member Orientation Training

Requirement: The program is required to have individuals who have an assigned schedule with a child or group of children or may be used in ratio complete the online staff orientation training within 30 days of the individual's start date.

Finding: In review of the staff records, it was determined that 3 of 16 individuals used in ratio or who have an assigned schedule with a preschool child or group did not meet the requirements for completing the online orientation training in that the training had not been completed. Submit the program's corrective action plan to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/30/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-20-07 Emergency Preparedness and Response Plan

Requirement: The program is required to train staff on the emergency preparedness and response plan annually.

Finding: During the inspection, it was determined the program's emergency preparenedness and response plan (EPRP) did not meet the requirement for training preschool staff members and employees on the plan annually. Submit the program's corrective action plan to the department to verify compliance with the requirements of this rule

Corrective Action Plan Due: 10/30/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-20-07 Emergency Preparedness and Response Plan

Requirement: The program is required to have a written emergency preparedness and response plan that contain all of the topics outlined in rule.

Finding: During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information. The following was observed as missing:

• Written security plan that ensures access to the program is limited to parents and guardians of children in care and authorized persons.

• Dental emergencies.

• Loss of heat.

• Emergency numbers for medical, dental, and transport-related emergencies in addition to 9-1-1.

• Procedures for assisting children with special needs and/or health conditions.

- Making the plan available to all staff members and employees.
- Contact with local emergency management officials, as needed.

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/30/2026

Technical Assistance Provided

This section documents technical assistance provided to the program when the program demonstrated an overall level of compliance with a rule requirement.

Domain: 08 Staff Files

Rule: 5180-37-04 Preschool Staff Member Medical Statement

Requirement: 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 to have evidence of a signed medical statement on file on or before the first day of employment.

Findings: During the inspection, it was determined verification of staff medical statements was not on file as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 08 Staff Files

Rule: ORC 3301.531 Preschool Staff Member TB Screening

Requirement: The program is required to have every director, staff member and nonteaching employee provide evidence of tuberculosis (TB) screening prior to the first day of employment. Additional TB testing may be required if the individual meets the screening criteria.

Findings: During the inspection, it was determined verification of TB screening was not on file as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 09 Children's Files

Rule: 5180:2-20-08 Child Immunization Records

Requirement: The program is required to have complete child immunization records on file.

Findings: During the inspection, it was determined child's immunization records were not on file or updated annually as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 10 Written Policies & Procedures

Rule: 5180:2-20-03 Parent Notification and Participation Policies

Requirement: The program's parent handbook is required to include all topics outlined in rule.

Findings: During the inspection, it was determined the program's parent handbook did not contain all items as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

In Compliance/Not Verified/Previously Verified/Not Applicable

This section documents rule requirements that were assessed as fully compliant, previously verified, not verified during this inspection or not applicable to the program.

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 Education Management Information System Reporting	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 Current Information	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 License Posted	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 License Capacity	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 Inspection Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Building Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Fire Inspection	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Outdoor Space Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-03 Sleeping and Napping	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Ratio	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Sanitary Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Group Size	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 Attendance Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-10 Child Guidance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Smoke Free Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Cots and Mats	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Safe Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Sanitary Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Handwashing	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Emergency Phone Numbers	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Materials and Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Indoor Space Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 Serious Incident Reporting	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 Parent Notification of Incidents/Injuries	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Emergency Drills	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-09 Meal and Snack Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 First Aid/Standard Precautions	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-11 Management of Communicable Disease	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-03 Written Curriculum Adopted and Aligned	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-03 Daily Schedule	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-09 Food Service Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-03 Progress Reports and Teacher Conferences	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 On-site Swimming and Water Safety Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Swimming and Water Safety Permission Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Off-site Swimming and Water Safety Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-05 Infant/Toddler Space	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Cribs - Safe Environment and Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-12 Diapering Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-09 Infant Food and Formula	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Preschool Director Qualifications	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Preschool Director Responsibilities	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Staff Non-Discrimination	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Health and Safety Training	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180-37-04 Professional Development and In-service Training	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Medication Documentation	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Medication Administration Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Medication Storage	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-10 Written Child Guidance Policy	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 Child Cumulative Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 Child Health Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 McKinney-Vento Homeless Assistance Act	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-03 Written Program Philosophy and Goals	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-07 Operating Policies and Procedures	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-08 Family Educational Rights and Privacy Act	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-11 Written Management of Communicable Disease Policy	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-02 Amendments to the License	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-09 Specialized Diets	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-06 Cribs - Placement	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-20-12 Diapering Supplies	Compliant	