Department of Children & Youth

# Licensing Inspection Full Report

| Program Details | | |
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| Program Type:<br>Pre School | Program Name:<br>Hartwell PS | Program Number:<br>1250032112 |
| Address:<br>8320 Vine St<br><br>Cincinnati<br>OH 45216 | | County:<br>HAMILTON |
| Organization Name:<br>Cincinnati Public Schools | Org IRN:<br>043752 | Site IRN:<br>022279 |

| Inspection Information | | |
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| Inspection Type<br>Provisional | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>12/08/2025 | Begin Time:<br>8:45 AM | End Time:<br>1:30 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 | | |
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| Number of Rules Verified: 175 | Number of Rules with Non-Compliances: 8 | |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 2 | Low Risk Non-Compliances: 8 |

## 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**: **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: 01/09/2026

**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 background check requirements as prescribed in rule 5101:2-12-09 of the Administrative Code and the Child Care and Development Block Grant Act of 2014, 42 U.S.C. 9858 (CCDBG Act of 2014) for programs contracted to provide publicly funded child care services and department licensed head start programs.

Findings: During the inspection and review of staff files, individuals used in ratio did not have evidence of criminal background checks to meet the requirements for the Child Care and Development Block Grant (CCDBG) when serving children under publicly funded child care or head start programs.

Corrective Action Plan Due: 01/09/2026

**Low Risk Non-Compliances**

**Domain**: **02 Safe & Sanitary Environment**

Rule: 5180-37:06 Safe and sanitary equipment and materials

Code: This rule requires that furniture and equipment meet safety and sanitation requirements.

Findings: During the inspection, it was observed that furniture and equipment does not meet safety and sanitation requirements.

In one of the classrooms the paint is chipping off of the wall.

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

Rule: 5180-37:04 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 are at least eighteen years of age or meet the requirements of section?3301.54?of the Revised Code.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation to show he or she is at least eighteen years of age.

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

Rule: 5180-37:04 Individuals used in ratio

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 required documentation on file.

Findings: During the inspection and a review of staff files, individuals used in ratio did not have documentation to meet requirements.

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

Rule: 5180-37:04 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.

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

Rule: 5180-37:04 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.

**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.

| Rules in Compliance/Not Verified | |
|---|---|
| **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* |

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| **Rule: 5180-37:03 Written philosophy and goals** | *Compliant* |
| **Rule: 5180-37:02 Written compliance report posted** | *Compliant* |
| **Rule: 5180-37:03 Nap/Rest-Time Requirements** | *Compliant* |
| **Rule: 5180-37:04 Staff supervision** | *Compliant* |
| **Rule: 5180-37:03 Daily Schedule** | *Compliant* |
| **Rule: 5180-37:04 Annual in-service requirements** | *Compliant* |
| **Rule: 5180-37:04 Director onsite fifty percent of operating hours** | *Compliant* |
| **Rule: 5180-37:04 Staff Non-Discrimination** | *Compliant* |
| **Rule: 5180-37:04 Program operation** | *Compliant* |
| **Rule: 5180-37:04 Director qualifications** | *Compliant* |
| **Rule: 5180-37:04 Administrator rules training** | *Compliant* |
| **Rule: 5180-37:04 Director responsibilities** | *Compliant* |
| **Rule: 5180-37:04 Lead teacher assigned** | *Compliant* |
| **Rule: 5180-37:04 Public preschool general education teacher requirements** | *Compliant* |
| **Rule: 5180-37:04 Background check updates** | *Compliant* |
| **Rule: 5180-37:04 Approved trainer requirements** | *Not Verified* |
| **Rule: 5180-37:04 Staff/child ratio maintained at all times** | *Compliant* |
| **Rule: 5180-37:04 Second adult requirements** | *Compliant* |
| **Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom** | *Compliant* |

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|---|---|
| **Rule: 5180-37:04 Nap/rest time ratio requirements** | *Compliant* |
| **Rule: 5180-37:06 Adequate first-aid supplies** | *Compliant* |
| **Rule: 5180-37:05 Safe play space available** | *Compliant* |
| **Rule: 5180-37:05 Annual fire inspection** | *Compliant* |
| **Rule: 5180-37:05 Outdoor play space** | *Compliant* |
| **Rule: 5180-37:05 Infant and non-ambulatory child approved rooms** | *Compliant* |
| **Rule: 5180-37:05 Phone available** | *Compliant* |
| **Rule: 5180-37:05 Electrical outlets** | *Compliant* |
| **Rule: 5180-37:05 Play space free of hazards** | *Compliant* |
| **Rule: 5180-37:05 Center cleaning and sanitizing** | *Compliant* |
| **Rule: 5180-37:05 Ratio maintained at all times** | *Compliant* |
| **Rule: 5180-37:05 Public access areas** | *Compliant* |
| **Rule: 5180-37:05 Square footage and maximum capacity** | *Compliant* |
| **Rule: 5180-37:05 Smoking prohibited** | *Compliant* |
| **Rule: 5180-37:06 Materials selected independently** | *Compliant* |
| **Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants** | *Compliant* |
| **Rule: 5180-37:05 Indoor space minimum requirements** | *Compliant* |
| **Rule: 5180-37:06 Cleaning and sanitizing supplies** | *Compliant* |
| **Rule: 5180-37:06 Cot or Mat requirements** | *Compliant* |

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| **Rule: 5180-37:06 Protective Mats** | *Compliant* |
| **Rule: 5180-37:06 Potty chair 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 Immunization records and emergency medical authorization requirements** | *Compliant* |
| **Rule: 5180-37:07 Policies address children's cumulative records** | *Compliant* |
| **Rule: 5180-37:07 Developmentally appropriate program planning** | *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 Admission procedures** | *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 Unlimited parent access** | *Compliant* |

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| **Rule: 5180-37:07 Parent Roster permission** | *Compliant* |
| **Rule: 5180-37:07 Medical and dental emergency procedure posting** | *Compliant* |
| **Rule: 5180-37:07 Written procedures for incident and injury reporting** | *Compliant* |
| **Rule: 5180-37:04 Fluoride supplements** | *Not Verified* |
| **Rule: 5180-37:07 First-aid Facilities and Materials** | *Compliant* |
| **Rule: 5180-37:07 Parent permission for topical products** | *Compliant* |
| **Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available** | *Compliant* |
| **Rule: 5180-37:07 Supervising grounds, play areas, and other facilities** | *Compliant* |
| **Rule: 5180-37:07 Written medication policy requirements** | *Compliant* |
| **Rule: 5180-37-08 List of allergies and treatment** | *Compliant* |
| **Rule: 5180-37-08 Immunization records** | *Compliant* |
| **Rule: 5180-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements** | *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* |

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| **Rule: 5180-37-08 Family Educational Rights and Privacy Act** | *Compliant* |
| **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 Choice of two required food groups for snack** | *Compliant* |
| **Rule: 5180-37:09 Menus** | *Compliant* |
| **Rule: 5180-37:09 Modified diet accommodations** | *Compliant* |
| **Rule: 5180-37:09 Nutritious snack choices provided to parents** | *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 Snack service time** | *Compliant* |
| **Rule: 5180-37:09 Snacks and meals to children attending four or more hours** | *Compliant* |
| **Rule: 5180-37:10 Discipline restrictions** | *Compliant* |
| **Rule: 5180-37:10 Reporting abuse policy** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness** | *Compliant* |
| **Rule: 5180-37:10 Written discipline policy requirements** | *Compliant* |

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| **Rule: 5180-37:11 Communicable disease chart posted** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements** | *Compliant* |
| **Rule: 5180-37:10 Staff responsibility for discipline** | *Compliant* |
| **Rule: 5180-37:11 Children observed for communicable disease upon** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation** | *Compliant* |
| **Rule: 5180-37:10 Staff receive discipline policy** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent** | *Compliant* |
| **Rule: 5180-37:09 Policy regarding providing food when parent does not provide it** | *Compliant* |
| **Rule: 5180-37:10 Discipline policy ensures well being of individuals** | *Compliant* |
| **Rule: 5180-37:11 Communicable disease policy: Training staff** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child** | *Compliant* |
| **Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease** | *Compliant* |
| **Rule: 5180-37:08 Child medical statement** | *Compliant* |