



Program Details

Program Type: Pre School	Program Name: St James	Program Number: 1000018537
Address: 400 W Lisbon St Waynesburg OH 44688		County: STARK
Organization Name: Youngstown Diocese	Org IRN: 052563	Site IRN: 060095

Inspection Information

Inspection Type: Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 01/05/2017	Begin Time: 9:00 AM	End Time: 11:30 AM

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: 199	Number of Rules with Non-Compliances: 14	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 0	Low Risk Non-Compliances: 2

Summary of Non-Compliances

Program Fully Compliant? No

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: 03 Postings & Equipment

Rule: 3301-37:09 Menus

Code: This rule requires current menus for the week to be posted in a conspicuous place and to reflect all meals and snacks served by the program. Any substitute foods served are to be from the same basic food group and are to be recorded on the posted menu on the day the substitute food is served.

Findings: At the time of the inspection menus for the week were not posted.

Corrective Action Plan Due: 04/14/2017

Domain: 06 Program Information

Rule: 3301-37:03 Parent Handbook

Code: This rule requires the program to have on file and to provide parents with a handbook regarding parent participation and the program's operations, services and policies. This rule also requires the handbook to include information on how to obtain copies of program inspection reports and how to file a complaint.

Findings: The handbook does not include information which advises parents how to file a complaint.

Corrective Action Plan Due: 04/14/2017

Domain: 06 Program Information

Rule: 3301-37:03 Parent Handbook

Code: This rule requires the program to have on file and to provide parents with a handbook regarding parent participation and the program's operations, services and policies. This rule also requires the handbook to include information on how to obtain copies of program inspection reports and how to file a complaint.

Findings: The handbook does not include information which advises parents how to obtain inspection reports.

Corrective Action Plan Due: 04/14/2017

Domain: 08 Staff Files

Rule: 3301-37:04 Employee Medical



Code: This rule requires preschool staff members to have a medical statement on file.

Findings: During the inspection and review of staff files one or more staff members did not have a medical statement on file.

Not available for review for any of the staff members

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Child Medical Statement Signed By Medical Personnel

Code: This rule requires the medical statement to be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

Findings: A review of children records indicated that all medical statements on file were provided by a physician, physician's assistant, clinical nurse specialist or certified nurse.

It was noted during today's review that parents completed the medical statement found in two preschoolers' files.

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Health Record: Immunization Record

Code: This rule requires the health record of each child to include immunization record as required by section 3313.67 of the Revised Code and which record includes immunizations required by section 3313.671 of the Revised Code.

Findings: A review of children health records revealed immunization records were not on file for each child by the first day of attendance.

Not available for review for six preschool students

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Required Cumulative and Immunization Records Due Dates

Code: This rule requires a program to secure and have on file all required information no later than the first day of attendance unless otherwise required.



Findings: A review of children cumulative and health records indicated that all information was not obtained by first day of attendance.

Immunization records were not available for review for all students.

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Health Record: Medical Statement

Code: This rule requires the health record of each child to include a statement signed by a licensed physician.

Findings: A review of children health records revealed that a medical statement signed by a licensed physician, physician's assistant, clinical nurse specialist or certified nurse was not obtained for each child.

Not available for review for nine preschoolers

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Child Medical Statement

Code: This rule requires the parent to provide, prior to 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.

Findings: A review of children records indicated that all children did not have a medical statement on file.

A medical statement was not available for review for nine preschoolers. There was no record of attempts to obtain these medical statements.

Corrective Action Plan Due: 04/14/2017

Domain: 09 Children's Files

Rule: 3301-37:08 Child Medical Statement

Code: This rule requires the parent to provide, prior to 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.

Findings: A review of children records indicated that some medical statements were more than thirteen months old.



Corrective Action Plan Due: 04/14/2017

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Cumulative Record Requirements

Code: This rule requires cumulative records to include minimum requirements of rule 3301-37-08 of the Administrative Code.

Findings: Cumulative records reviewed during the inspection did not include all the minimum requirements specified in Child Information Rule 3301-37-08 of the Administrative Code.

Medical statements and proof on immunization were not available for all preschoolers.

Corrective Action Plan Due: 04/14/2017

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Management of Communicable Disease Policy

Code: This rule requires that in each building there shall be readily available at all times at least one preschool staff member who has completed a course in the prevention, recognition, and management of communicable diseases.

Findings: Program policies and procedures do not state that at least one preschool staff member with current prevention, recognition, and management of communicable disease training is available at all times.

There are currently no preschool employees with current certification in prevention, recognition, and management of communicable disease training.

Corrective Action Plan Due: 04/14/2017

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 First-aid Training

Code: This rule requires that in each building there shall be readily available at all times at least one preschool staff member who has completed a course in first aid.

Findings: Program policies and procedures do not state that at least one preschool staff member with current first aid training is available at all times.

There are presently no preschool employees with current certification in first aid training. The classroom teacher, who was recently hired has an expired certification in first aid training.

Corrective Action Plan Due: 04/14/2017



Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Child Abuse Recognition and Prevention

Code: This rule requires that each building is to have readily available at all times at least one preschool staff member who has completed a child abuse recognition and prevention course based on an approved curriculum.

Findings: Program policies and procedures do not state that at least one staff member with current child abuse training is available at all times.

There are presently no preschool staff members with current certification in child abuse recognition and prevention.

Corrective Action Plan Due: 04/14/2017

Domain: 10 Written Policies & Procedures

Rule: 3301-37:11 Staff Communicable Disease Training

Code: This rule requires a person trained to recognize the common signs of communicable disease or other illness to observe each child daily as he enters a group.

Findings: A person trained to recognize the common signs of communicable disease or other illness was not available to observe each child daily as he enters a group.

There are currently no preschool employees with training on recognizing the common signs of communicable disease or other illness available to observe each child daily as he enters a group.

Corrective Action Plan Due: 04/14/2017

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Medication Administration Requirements

Code: This rule requires only employees who are health professionals or who have completed drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

Findings: The program's policies and procedures do not address requiring only health professionals or employees who have completed drug administration training to administer medication.

There are presently no health professionals or employees who have completed drug administration training to administer medication.available.

Corrective Action Plan Due: 04/14/2017



Rules in Compliance/Not Verified	
Rule: 3301-37:03 Philosophy and Goals	<i>Compliant</i>
Rule: 3301-37:04 Head Teacher Acting As A Director Qualifications	<i>Compliant</i>
Rule: 3301-37 10:Behavior Management/Discipline Policy Requirements	<i>Compliant</i>
Rule: 3301-37:06 Sufficient First Aid Supplies	<i>Compliant</i>
Rule: 3301-37:04 Director Responsibilities And Onsite Time	<i>Compliant</i>
Rule: 3301-37:06 Protective Mats	<i>Compliant</i>
Rule: 3301-37:10 Behavior Management/Discipline Policy Ensures Well Being Of Individuals	<i>Compliant</i>
Rule: 3301-37:11 Parent Notification Of Child Illness	<i>Compliant</i>
Rule: 3301-37:06 Storage Of Cleaning Supplies	<i>Compliant</i>
Rule: 3301-37:09 Snack Nutritional Requirements	<i>Compliant</i>
Rule: 3301-37:07 Unlimited Parent Access	<i>Compliant</i>
Rule: 3301-37:08 Health Record: List Of Diseases	<i>Compliant</i>
Rule: 3301-37:04 Maximum Group Size by age of children	<i>Compliant</i>
Rule: 3301-37:08 Injury Notification and Reports	<i>Compliant</i>
Rule: 3301-37:07 Emergency Procedure Postings	<i>Compliant</i>
Rule: 3301-37:08 Health Record: List Of Medications	<i>Compliant</i>
Rule: 3301-37:05 Play Space: Defined	<i>Compliant</i>



Rule: 3301-37:04 Staff Annual Training Year	<i>Compliant</i>
Rule: 3301-37:07 Supervision Requirements	<i>Compliant</i>
Rule: 3301-37:04 Non-guilty/non-Conviction Statement	<i>Compliant</i>
Rule: 3301-37:04 Non-guilty/Non-Conviction Statement	<i>Compliant</i>
Rule: 3301-37:11 Symptoms of Illness	<i>Compliant</i>
Rule: 3301-37:07 Program Policy Approval	<i>Compliant</i>
Rule: 3301-37:03 Daily Schedule	<i>Compliant</i>
Rule: 3301-37:04 Non Public School Substitute Qualifications	<i>Compliant</i>
Rule: 3301-37:02 Compliance and Corrective Action	<i>Compliant</i>
Rule: 3301-37:11 Notification To Parents: Exposed To Communicable Disease	<i>Compliant</i>
Rule: 3301-37:07 Record of Drills	<i>Compliant</i>
Rule: 3301-37:07 Group Rosters	<i>Compliant</i>
Rule: 3301-37:07 Staff Reference Checks	<i>Compliant</i>
Rule: 3301-37:09 Snack Choices From Two Food Groups	<i>Compliant</i>
Rule: 3301-37:10 Staff Receive Behavior Management and Discipline Policy	<i>Compliant</i>
Rule: 3301-37:11 Reasons to isolate and discharge child at some during the day	<i>Compliant</i>
Rule: 3301-37:07 Transportation Policies	<i>Compliant</i>
Rule: 3301-37:05 Indoor and Outdoor Play Space	<i>Compliant</i>



Rule: 3301-37:05 Maintaining Staff/Child Ratio	<i>Compliant</i>
Rule: 3301-37:07 Written Policies	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Isolating And Discharging An Ill Child	<i>Compliant</i>
Rule: 3301-37:07 Program Rosters	<i>Compliant</i>
Rule: 3301-37:06 Furniture, Materials, And Equipment	<i>Compliant</i>
Rule: 3301-37:05 Phone Availability	<i>Compliant</i>
Rule: 3301-37:07 Developmental Planning	<i>Compliant</i>
Rule: 3301-37:10 Behavior Management/Discipline Policy Requirements	<i>Compliant</i>
Rule: 3301-37:06 Electrical Outlets	<i>Compliant</i>
Rule: 3301-37:04 Supervision of Children	<i>Compliant</i>
Rule: 3301-37:05 Annual fire Inspection	<i>Compliant</i>
Rule: 3301-37:07 First-aid Facilities and Materials	<i>Compliant</i>
Rule: 3301-37:11 Isolating And Discharging An Ill Child	<i>Compliant</i>
Rule: 3301-37:04 Availability Of Second Adult	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Chart	<i>Compliant</i>
Rule: 3301-37:03 Progress Reporting and Parent Conferences	<i>Compliant</i>
Rule: 3301-37:08 Attendance, Admission And Withdrawal Records	<i>Compliant</i>



Rule: 3301-37:07 Behavior Management and Discipline Policy	<i>Compliant</i>
Rule: 3301-37:07 Emergency Phone Numbers	<i>Compliant</i>
Rule: 3301-37:04 Nontax-Supported, Nonpublic School Teacher Qualifications	<i>Compliant</i>
Rule: 3301-37:04 Staff Summon A Second Staff Member	<i>Compliant</i>
Rule: 3301-37:07 Admission and Withdrawal Policies	<i>Compliant</i>
Rule: 3301-37:07 Medical and Dental Emergency Postings	<i>Compliant</i>
Rule: 3301-37:08 Cumulative Record	<i>Compliant</i>
Rule: 3301-37:05 Supervising Children To And From Play Areas	<i>Compliant</i>
Rule: 3301-37:04 Nonpublic Director Qualifications	<i>Compliant</i>
Rule: 3301-37:04 Staff Physically Present To Maintain Ratio	<i>Compliant</i>
Rule: 3301-37:10 Parents Receive Behavior Management and Discipline Policy	<i>Compliant</i>
Rule: 3301-37:07: njury Reporting	<i>Compliant</i>
Rule: 3301-37:06 Safe And Sanitary Furniture, Materials, Equipment	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Readmittance	<i>Compliant</i>
Rule: 3301-37:05 Indoor Space: Square Footage, Exclusions, Group Size and Barriers	<i>Compliant</i>
Rule: 3301-37:08 Health Record: List Of Allergies	<i>Compliant</i>
Rule: 3301-37:08 Health record: Emergency Medical And Dental Care	<i>Compliant</i>
Rule: 3301-37:08 Health Record: Emergency Transportation Permission	<i>Compliant</i>



Rule: 3301-37:03 Written Curriculum	<i>Compliant</i>
Rule: 3301-37:07 Injury Logs	<i>Compliant</i>
Rule: 3301-37:07 Staff Policies	<i>Compliant</i>
Rule: 3301-37:07 Health and Safety Procedures: ODE Funded Programs	<i>Compliant</i>
Rule: 3301-37:06 Ease Of Reaching Play Materials	<i>Compliant</i>
Rule: 3301-37:07 Developmental Materials And Equipment	<i>Compliant</i>
Rule: 3301-37:08 Health record: Physician and Dentist Information	<i>Compliant</i>
Rule: 3301-37:04 Staff Age and Minimum Education Requirements	<i>Compliant</i>
Rule: 3301-37:05 Play Space: Protection From Falls And Drainage	<i>Compliant</i>
Rule: 3301-37:09 Snack Service Time	<i>Compliant</i>
Rule: 3301-37:07 Hand washing	<i>Compliant</i>
Rule: 3301-37:07 Management of Communicable Disease Policy B	<i>Compliant</i>
Rule: 3301-37 10:Staff Responsibility For Behavior Management/Discipline	<i>Compliant</i>
Rule: 3301-37:08 Health Record: Chronic Health Problems	<i>Compliant</i>
Rule: 3301-37:08 Health Record: Authorization To Administer Medication	<i>Compliant</i>
Rule: 3301-37:04 Seven Or More Children In Attendance	<i>Compliant</i>
Rule: 3301-37:05 Play Space: Free Of Hazards	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy	<i>Compliant</i>



Rule: 3301-37:11 Communicable Disease Policy: Parent Notification Of Illness	<i>Compliant</i>
Rule: 3301-37:05 Facility Requirements	<i>Compliant</i>
Rule: 3301-37:04 Head Teacher Qualifications	<i>Compliant</i>
Rule: 3301-37:04 Criminal Background Check Requirements	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Means Of Training Staff	<i>Compliant</i>
Rule: 3301-37:10 Discipline Restrictions	<i>Compliant</i>
Rule: 3301-37:07 Health and Safety Procedures	<i>Compliant</i>
Rule: 3301-37:07 Policy Implementation	<i>Compliant</i>
Rule: 3301-37:11 Mildly Ill Child Procedures	<i>Compliant</i>
Rule: 3301-37:09 Nutritional Information For Parents Providing Snacks	<i>Compliant</i>
Rule: 3301-37:07 Staff Awareness of Child Records	<i>Compliant</i>
Rule: 3301-37:05 Play Space: Protection From Falls and Drainage	<i>Compliant</i>
Rule: 3301-37:07 Policy Minimum Requirements	<i>Compliant</i>