



Program Details		
Program Type: Pre School	Program Name: Notre Dame School	Program Number: 1000018866
Address: 13000 Auburn Rd Chardon OH 44024		County: GEAUGA
Organization Name: Cleveland Catholic Diocese	Org IRN: 052522	Site IRN: 057216

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 02/16/2022	Begin Time: 9:30 AM	End Time: 12:00 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		
Number of Rules Verified: 176	Number of Rules with Non-Compliances: 13	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 25

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



Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Written medication policy requirements

Code: This rule requires that written instructions of a licensed physician or licensed dentist as appropriate be on file.

Findings: During the inspection, it was determined that written instructions of a licensed physician or licensed dentist as appropriate are not on file.

Corrective Action Plan Due: 03/31/2022

Low Risk Non-Compliances

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. Aftercare staff did not have licensing file onsite for review.

Corrective Action Plan Due: 03/31/2022

Domain: 08 Staff Files

Rule: 3301-37:04 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. After care staff did not have file onsite for review

Corrective Action Plan Due: 03/31/2022

Domain: 08 Staff Files

Rule: 3301-37:04 Licensed staff in-service requirement

Code: This rule requires preschool staff members licensed by the department to complete ten annual clock hours, which may be part of the professional development plan in accordance with Chapter 3301-24 of the Administrative Code. Annual completion refers to the school year, from July first to June thirtieth.



Findings: During the inspection and review of staff files, preschool staff licensed by the department did not have evidence of ten in-service hours annually. After care staff did not have file onsite for review.

Corrective Action Plan Due: 03/31/2022

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. After care staff did not have file onsite for review.

Corrective Action Plan Due: 03/31/2022

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. Aftercare staff did not file onsite for review.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions



Code: This rule requires the discipline policy to include the following restriction: Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following: The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Written medication policy requirements

Code: This rule requires that medication be stored in a designated locked storage place.

Findings: During the inspection, it was observed that medication was not stored in a designated locked storage place.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Techniques of discipline shall not humiliate, shame, or frighten a child.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.



Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent

Code: This rule requires the parent of a child enrolled in a center to receive the center's written discipline policy.

Findings: During the inspection review, evidence that parents received a copy of the discipline policy was not available.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Staff receive discipline policy

Code: This rule requires all preschool staff members to receive a copy of the center's discipline policy for review upon employment.

Findings: During the inspection, evidence that staff received a copy of the discipline policy was not available.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Behavior management/discipline policy requirements

Code: This rule requires the behavior management/discipline which at a minimum meets the requirements of rule 3301-37-10 of the Administrative Code.

Findings: During the inspection and review of program policies, the behavior management/discipline policy did not meet requirements of rule 3301-37-10. There was no evidence of a behavior management policy for review.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Staff responsibility for discipline

Code: This rule requires a preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Findings: During the inspection policy review, the requirement for a preschool staff member to be responsible for discipline was missing.



Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Written discipline policy requirements

Code: This rule requires a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review.

Findings: During the inspection, the written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center was not on available for review.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline policy ensures well being of individuals

Code: This rule requires the written Behavior management/discipline policies and procedures to ensure the safety, physical, and emotional well-being of all individuals on the premises.

Findings: During the inspection policy review, behavior management/discipline policies and procedures did not include ensuring the safety, physical, and emotional well-being of all individuals on the premises. There was no evidence of a behavior management/discipline policy available for review.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Written medication policy requirements

Code: This rule requires that only employees who are health professionals or who have completed a drug administration training may administer medication.

Findings: During the inspection, it was determined that an employee who has not completed a drug administration training administered medication

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Written medication policy requirements

Code: This rule requires that each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time be made.



Findings: During the inspection, it was determined that each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time was not made.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No discipline shall be delegated to any other child.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

Findings: During the inspection review, discipline restrictions were missing from the policy.



Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: During the inspection, it was determined the policy for discipline did not include that the methods of discipline shall apply to all persons on the premises.

Findings: During the inspection and policy review, the behavior management/discipline policy did not include that the center's actual methods of discipline shall apply to all persons on the premises.

Corrective Action Plan Due: 03/31/2022

Domain: 10 Written Policies & Procedures

Rule: 3301-37:10 Discipline restrictions

Code: This rule requires the discipline policy to include the following restriction: Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

Findings: During the inspection review, discipline restrictions were missing from the policy.

Corrective Action Plan Due: 03/31/2022

Rules in Compliance/Not Verified

Rule: 3301-37:06 Electrical fans	<i>Compliant</i>
Rule: 3301-37:02 Written compliance report posted	<i>Compliant</i>
Rule: 3301-37:04 Required background checks	<i>Compliant</i>
Rule: 3301-37:04 Staff Non-Discrimination	<i>Compliant</i>
Rule: 3301-37:04 Director onsite fifty percent of operating hours	<i>Compliant</i>
Rule: 3301-37:04 Program operation	<i>Compliant</i>
Rule: 3301-37:04 Staff supervision	<i>Compliant</i>



Rule: 3301-37:04 Annual in-service requirements	<i>Compliant</i>
Rule: 3301-37:04 Substitute requirements	<i>Compliant</i>
Rule: 3301-37:05 Play space free of hazards	<i>Compliant</i>
Rule: 3301-37:04 Director qualifications	<i>Compliant</i>
Rule: 3301-37:04 Director responsibilities	<i>Compliant</i>
Rule: 3301-37:04 Lead teacher assigned	<i>Compliant</i>
Rule: 3301-37:04 Nontax nonpublic preschool teacher requirements	<i>Compliant</i>
Rule: 3301-37:04 Individuals used in ratio	<i>Compliant</i>
Rule: 3301-37:04 Background check updates	<i>Compliant</i>
Rule: 3301-37:04 Staff/child ratio maintained at all times	<i>Compliant</i>
Rule: 3301-37:04 Ratio and Group size: General education or co-taught classroom	<i>Compliant</i>
Rule: 3301-37:04 Second adult requirements	<i>Compliant</i>
Rule: 3301-37:04 Mixed age group size	<i>Compliant</i>
Rule: 3301-37:05 Outdoor play space	<i>Compliant</i>
Rule: 3301-37:06 Space heaters	<i>Compliant</i>
Rule: 3301-37:06 Cleaning and sanitizing supplies	<i>Compliant</i>
Rule: 3301-37:06 Safe handling, storage, and disposal of bio-contaminants	<i>Compliant</i>



Rule: 3301-37:06 Materials selected independently	<i>Compliant</i>
Rule: 3301-37:06 Adequate first-aid supplies	<i>Compliant</i>
Rule: 3301-37:06 Cot or Mat requirements	<i>Compliant</i>
Rule: 3301-37:07 Governing body written policies	<i>Compliant</i>
Rule: 3301-37:07 Program policies and procedures	<i>Compliant</i>
Rule: 3301-37:07 Appropriate policies for children	<i>Compliant</i>
Rule: 3301-37:07 Staff policies	<i>Compliant</i>
Rule: 3301-37:07 Policies address children's cumulative records	<i>Compliant</i>
Rule: 3301-37:07 Developmentally appropriate program planning	<i>Compliant</i>
Rule: 3301-37:07 Health and safety procedures	<i>Compliant</i>
Rule: 3301-37:07 Organized school health services	<i>Compliant</i>
Rule: 3301-37:07 Emergency procedure postings and records	<i>Compliant</i>
Rule: 3301-37:07 Immunization records and emergency medical authorization requirements	<i>Compliant</i>
Rule: 3301-37:08 List of allergies and treatment	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Parent notification of illness	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	<i>Compliant</i>
Rule: 3301-37:11 Communicable disease chart posted	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements	<i>Compliant</i>



Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease	<i>Compliant</i>
Rule: 3301-37:11 Communicable disease policy: Training staff	<i>Compliant</i>
Rule: 3301-37:05 Safe play space available	<i>Compliant</i>
Rule: 3301-37:10 Reporting abuse policy	<i>Compliant</i>
Rule: 3301-37:07 Admission procedures	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster	<i>Compliant</i>
Rule: 3301-37:07 Communicable Disease Policy requirements	<i>Compliant</i>
Rule: 3301-37:07 Transportation and field trip policies	<i>Compliant</i>
Rule: 3301-37-08 Immunization records	<i>Compliant</i>
Rule: 3301-37:07 Unlimited parent access	<i>Compliant</i>
Rule: 3301-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	<i>Compliant</i>
Rule: 3301-37-08 List of chronic physical problems and history of hospitalization	<i>Compliant</i>
Rule: 3301-37-08 List of child diseases	<i>Compliant</i>



Rule: 3301-37-08 Names and telephone numbers of physician and dentist	<i>Compliant</i>
Rule: 3301-37-08 Emergency medical and dental care transportation	<i>Compliant</i>
Rule: 3301-37-08 Daily attendance records	<i>Compliant</i>
Rule: 3301-37-08 Injury report	<i>Compliant</i>
Rule: 3301-37-08 Family Educational Rights and Privacy Act	<i>Compliant</i>
Rule: 3301-37-08 McKinney-Vento Homeless Assistance Act	<i>Compliant</i>
Rule: 3301-37:09 Food license	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster permission	<i>Compliant</i>
Rule: 3301-37:09 Menus	<i>Compliant</i>
Rule: 3301-37:05 Children supervised during travel times	<i>Compliant</i>
Rule: 3301-37:04 Nap/rest time ratio requirements	<i>Compliant</i>
Rule: 3301-37:04 Preschool/school age mixed group	<i>Compliant</i>
Rule: 3301-37:05 Ratio maintained at all times	<i>Compliant</i>
Rule: 3301-37:05 Annual fire inspection	<i>Compliant</i>
Rule: 3301-37:05 Center cleaning and sanitizing	<i>Compliant</i>
Rule: 3301-37:05 Electrical outlets	<i>Compliant</i>
Rule: 3301-37:05 Phone available	<i>Compliant</i>
Rule: 3301-37:05 Smoking prohibited	<i>Compliant</i>



Rule: 3301-37:06 Safe and sanitary equipment and materials	<i>Compliant</i>
Rule: 3301-37:06 Protective Mats	<i>Compliant</i>
Rule: 3301-37:06 Potty chair requirements	<i>Compliant</i>
Rule: 3301-37:07 Emergency numbers posting	<i>Compliant</i>
Rule: 3301-37:07 Medical and dental emergency procedure posting	<i>Compliant</i>
Rule: 3301-37:05 Square footage and maximum capacity	<i>Compliant</i>
Rule: 3301-37:05 Exclusive use of preschool space	<i>Compliant</i>
Rule: 3301-37:05 Indoor space minimum requirements	<i>Compliant</i>
Rule: 3301-37:04 Fluoride supplements	<i>Compliant</i>
Rule: 3301-37:07 Handwashing and disposable towels or air hand dryer available	<i>Compliant</i>
Rule: 3301-37:09 Choice of two required food groups for snack	<i>Compliant</i>
Rule: 3301-37:09 Modified diet accommodations	<i>Compliant</i>
Rule: 3301-37:09 Nutritious snack choices provided to parents	<i>Compliant</i>
Rule: 3301-37:09 Screen time during meal or snack time	<i>Compliant</i>
Rule: 3301-37:09 Snack nutritional requirements	<i>Compliant</i>
Rule: 3301-37:09 Snack service time	<i>Compliant</i>
Rule: 3301-37:09 Snacks and meals to children attending four or more hours	<i>Compliant</i>
Rule: 3301-37:09 Use of powdered milk	<i>Compliant</i>



Rule: 3301-37:03 Daily Schedule	<i>Compliant</i>
Rule: 3301-37:03 Nap/Rest-Time Requirements	<i>Compliant</i>
Rule: 3301-37:04 Part-time staff in-service requirement	<i>Compliant</i>
Rule: 3301-37:11 Children observed for communicable disease upon	<i>Compliant</i>
Rule: 3301-37:07 Supervising grounds, play areas, and other facilities	<i>Compliant</i>
Rule: 3301-37:07 Written procedures for incident and injury reporting	<i>Compliant</i>
Rule: 3301-37:09 Policy regarding providing food when parent does not provide it	<i>Compliant</i>
Rule: 3301-37:08 Child medical statement	<i>Compliant</i>
Rule: 3301-37-08 Cumulative record requirements	<i>Compliant</i>
Rule: 3301-37-08 Medication authorization	<i>Compliant</i>
Rule: 3301-37:03 Developmental progress and parent teacher conferences	<i>Compliant</i>
Rule: 3301-37:03 Parent handbook	<i>Compliant</i>
Rule: 3301-37:03 Written curriculum adopted and aligned	<i>Compliant</i>
Rule: 3301-37:06 Furniture and equipment	<i>Compliant</i>
Rule: 3301-37:05 Public access areas	<i>Compliant</i>
Rule: 3301-37:04 Approved trainer requirements	<i>Compliant</i>
Rule: 3301-37-08 Child medical signed by licensed physician	<i>Compliant</i>
Rule: 3301-37:03 Written philosophy and goals	<i>Compliant</i>



Rule: 3301-37:07 Parent permission for topical products

Compliant