



Program Details		
Program Type: Pre School	Program Name: Ruffing Montessori Ingalls	Program Number: 1000019016
Address: 3380 Fairmount Blvd  Cleveland Heights OH 44118		County: CUYAHOGA
Organization Name: Ohio Association of Independent Schools	Org IRN: 000136	Site IRN: 070748

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 10/27/2021	Begin Time: 9:00 AM	End Time: 1:45 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: 164	Number of Rules with Non-Compliances: 11	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 12

Summary of Non-Compliances
Program Fully Compliant? No
<b>Serious Risk Non-Compliances</b>
<b>No Serious Risk Non-Compliances were observed during this inspection</b>



## Moderate Risk Non-Compliances

### Domain: 08 Staff Files

Rule: 3301-37:04 Background check updates

Code: This rule requires a director and preschool staff member to provide evidence of criminal record checks and five-year updates that 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, background checks were not updated every five years.

Corrective Action Plan Due: 12/12/2021

## Low Risk Non-Compliances

### Domain: 03 Postings & Equipment

Rule: 3301-37:06 Cot or Mat requirements

Code: This rule requires that each cot or mat be labeled and shall be for the exclusive use of each child between sanitation procedures.

Findings: During the inspection, it was observed that each cot or mat was not labeled and/or not used for the exclusive use of each child between sanitation procedures.

Corrective Action Plan Due: 12/12/2021

### Domain: 03 Postings & Equipment

Rule: 3301-37:09 Menus

Code: This rule requires the program to post all menus for meals and snacks served by the program in a conspicuous place and any substitute foods should be from the same food group and recorded on the day of the substitution.

Findings: During the inspection, current menus for the week were not posted in a conspicuous place for all meals and snacks served and substitute foods were not recorded on the day of the substitution.

Corrective Action Plan Due: 12/12/2021

### Domain: 06 Program Information

Rule: 3301-37:03 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent in the toddler classes were not provided with a parent handbook that includes notifying parents of developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA) and all families were not provided information on early and periodic screening, diagnosis and treatment, or Healthchek information.



Corrective Action Plan Due: 12/12/2021

**Domain: 08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence of a signed medical statement.

Findings: During the inspection and review of staff files, a substitute did not have evidence of a signed medical statement on or before the first day of employment.

Corrective Action Plan Due: 12/12/2021

**Domain: 08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires substitutes 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, substitutes did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date.

Corrective Action Plan Due: 12/12/2021

**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.

Corrective Action Plan Due: 12/12/2021

**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.

Corrective Action Plan Due: 12/12/2021

**Domain: 08 Staff Files**

Rule: 3301-37:04 Substitute requirements

Code: This rule requires a substitute to have evidence that they have a high school diploma, GED or high school equivalency.

Findings: During the inspection and review of staff files, substitutes used in ratio did not have documentation of a high school diploma or equivalent on file and available for review.

Corrective Action Plan Due: 12/12/2021

**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 within 30 days of admission and every thirteen months after and/or the examination did not occur within twelve months prior to the date of admission.

Corrective Action Plan Due: 12/12/2021

**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.

Corrective Action Plan Due: 12/12/2021



### Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Admission procedures

Code: This rule requires that staff supervise each child's admission, placement, transition, and withdrawal according to established procedures.

Findings: During the inspection, it was determined that staff members did not supervise each child's transition within the program and withdrawal according to established procedures.

Corrective Action Plan Due: 12/12/2021

### Domain: 10 Written Policies & Procedures

Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements

Code: This rule requires the communicable disease policy to include the following: a child isolated due to suspected communicable disease to be cared for in a room or portion of a room not being used in the preschool program.

Findings: During the inspection review, the policy for communicable disease was missing the isolation and discharge policy on where a child goes when identified with a symptom of illness, how they are made comfortable and monitored for worsening conditions until they are picked up by a parent from the program. The program must also include the policy on what to do with a mildly ill child.

Corrective Action Plan Due: 12/12/2021

### Rules in Compliance/Not Verified

<b>Rule: 3301-37:02 Written compliance report posted</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Non-guilty non-conviction statement</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Required background checks</b>	<i>Not Verified</i>
<b>Rule: 3301-37:04 Staff Medical statement</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Staff Non-Discrimination</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Director onsite fifty percent of operating hours</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Program operation</b>	<i>Compliant</i>



<b>Rule: 3301-37:04 Staff supervision</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Annual in-service requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Staff with required health and safety trainings</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Play space free of hazards</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Director qualifications</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Director responsibilities</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Lead teacher assigned</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Nontax nonpublic preschool teacher requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Individuals used in ratio</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Staff minimum requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Staff/child ratio maintained at all times</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Ratio and Group size: General education or co-taught classroom</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Second adult requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Montessori maximum group size</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Outdoor play space</b>	<i>Compliant</i>
<b>Rule: 3301-37:06 Cleaning and sanitizing supplies</b>	<i>Compliant</i>
<b>Rule: 3301-37:06 Safe handling, storage, and disposal of bio-contaminants</b>	<i>Compliant</i>



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



<b>Rule: 3301-37:11 Communicable Disease Policy: Readmitting an ill child</b>	<i>Compliant</i>
<b>Rule: 3301-37:11 Communicable Disease Policy: Mildly ill child</b>	<i>Not Verified</i>
<b>Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease</b>	<i>Compliant</i>
<b>Rule: 3301-37:12 Diapering requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:12 Diaper storage</b>	<i>Compliant</i>
<b>Rule: 3301-37:12 Soiled diapers storage/laundrying</b>	<i>Compliant</i>
<b>Rule: 3301-37:11 Communicable disease policy: Training staff</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Safe play space available</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Discipline restrictions</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Reporting abuse policy</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Staff receive discipline policy</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Parent Roster</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Behavior management/discipline policy requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Communicable Disease Policy requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Transportation and field trip policies</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Immunization records</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Unlimited parent access</b>	<i>Compliant</i>





<b>Rule: 3301-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 List of chronic physical problems and history of hospitalization</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 List of child diseases</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Names and telephone numbers of physician and dentist</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Emergency medical and dental care transportation</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Daily attendance records</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Injury report</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Family Educational Rights and Privacy Act</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Food license</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Parent Roster permission</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Staff responsibility for discipline</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Written discipline policy requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:10 Discipline policy ensures well being of individuals</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Children supervised during travel times</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Nap/rest time ratio requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Ratio maintained at all times</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Annual fire inspection</b>	<i>Compliant</i>



<b>Rule: 3301-37:05 Center cleaning and sanitizing</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Electrical outlets</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Phone available</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Smoking prohibited</b>	<i>Compliant</i>
<b>Rule: 3301-37:06 Safe and sanitary equipment and materials</b>	<i>Compliant</i>
<b>Rule: 3301-37:06 Potty chair requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Emergency numbers posting</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Medical and dental emergency procedure posting</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Room divided by barrier</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Square footage and maximum capacity</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Exclusive use of preschool space</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Indoor space minimum requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Handwashing and disposable towels or air hand dryer available</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Choice of two required food groups for snack</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Modified diet accommodations</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Nutritious snack choices provided to parents</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Screen time during meal or snack time</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Snack nutritional requirements</b>	<i>Compliant</i>



<b>Rule: 3301-37:09 Snack service time</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Snacks and meals to children attending four or more hours</b>	<i>Compliant</i>
<b>Rule: 3301-37:03 Daily Schedule</b>	<i>Compliant</i>
<b>Rule: 3301-37:03 Nap/Rest-Time Requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Part-time staff in-service requirement</b>	<i>Compliant</i>
<b>Rule: 3301-37:11 Children observed for communicable disease upon</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Supervising grounds, play areas, and other facilities</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Written medication policy requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Written procedures for incident and injury reporting</b>	<i>Compliant</i>
<b>Rule: 3301-37:09 Policy regarding providing food when parent does not provide it</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Medication authorization</b>	<i>Compliant</i>
<b>Rule: 3301-37:03 Developmental progress and parent teacher conferences</b>	<i>Compliant</i>