



Program Details		
Program Type: Pre School	Program Name: St Mary Preschool	Program Number: 1000017966
Address: 672 S 3rd St  Columbus OH 43206		County: FRANKLIN
Organization Name: Columbus Diocese	Org IRN: 052530	Site IRN: 000312

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 01/11/2023	Begin Time: 10:30 AM	End Time: 2:00 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: 177	Number of Rules with Non-Compliances: 11	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 2	Low Risk Non-Compliances: 14

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
<b>No Serious Risk Non-Compliances were observed during this inspection</b>



## Moderate Risk Non-Compliances

### Domain: 00 License & Approvals

Rule: 3301-37:02 Program amendment submitted

Code: This rule requires the governing body responsible for program to notify the department if all the children in the program are relocated to a new facility by completing a change of location request at least thirty days prior to the relocation and prior to the children attending.

Findings: Preschool children were observed at a new location prior to a change of location being submitted.

Corrective Action Plan Due: 02/22/2023

### Domain: 00 License & Approvals

Rule: 3301-37:02 Program amendment submitted

Code: This rule requires a change of capacity to be submitted prior to children attending.

Findings: Preschool children attended the program prior to a change of capacity being submitted.

Corrective Action Plan Due: 02/22/2023

## Low Risk Non-Compliances

### Domain: 03 Postings & Equipment

Rule: 3301-37:02 Written compliance report posted

Code: This rule requires that the most recent written compliance report be posted.

Findings: During the inspection it was observed the most recent written compliance report was not posted.

Corrective Action Plan Due: 02/22/2023

### Domain: 06 Program Information

Rule: 3301-37:03 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes how to obtain copies of inspection reports.

Corrective Action Plan Due: 02/22/2023

### Domain: 06 Program Information



Rule: 3301-37:03 Parent handbook

Code: HB and O

Findings: During the inspection, it was determined that each parent was 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).

Corrective Action Plan Due: 02/22/2023

**Domain: 06 Program Information**

Rule: 3301-37:03 Parent handbook

Code: This rule requires that the program have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies, including notifying parents of early and periodic screening, diagnosis and treatment (EPSTD) as well as developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA). The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

Findings: During the inspection, it was determined that each parent was not provided with a parent handbook that includes notifying parents of early and periodic screening, diagnosis and treatment (EPSTD).

Corrective Action Plan Due: 02/22/2023

**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: 02/22/2023

**Domain: 08 Staff Files**

Rule: 3301-37:04 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.

Corrective Action Plan Due: 02/22/2023

**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: 02/22/2023

**Domain: 08 Staff Files**

Rule: 3301-37:04 Annual in-service requirements

Code: This rule requires annual in-service training for preschool staff members is to be in one or more of the following areas: (1) Child development or early childhood education; (2) Ohio approved professional development training; or (3) Health and safety.

Findings: During the inspection and review of staff files, the annual in-service hours were not completed in the areas of child development or early childhood education, Ohio approved professional development training, or health and safety.

Corrective Action Plan Due: 02/22/2023

**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.

Corrective Action Plan Due: 02/22/2023

**Domain: 10 Written Policies & Procedures**

Rule: 3301-37:07 Parent Roster



Code: This rule requires that staff members prepare a roster and make it available to each parent.

Findings: During the inspection, it was determined that staff members did not prepare a roster and make it available to each parent.

Corrective Action Plan Due: 02/22/2023

**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: 02/22/2023

**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: 02/22/2023

**Domain: 10 Written Policies & Procedures**

Rule: 3301-37:07 Program policies and procedures

Code: This rule requires that the program develop policies and procedures for the operation of the program.

Findings: During the inspection, it was determined that the program did not develop policies and procedures for the operation of the program.

Corrective Action Plan Due: 02/22/2023

**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: 02/22/2023

## Rules in Compliance/Not Verified

<b>Rule: 3301-37:04 Non-guilty non-conviction statement</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Required background checks</b>	<i>Compliant</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 Substitute requirements</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 Background check updates</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 Mixed age 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: 3301-37:06 Cot or Mat requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Governing body written policies</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: Ill child isolation requirements</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>Compliant</i>
<b>Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease</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 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 Admission procedures</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: 3301-37-08 McKinney-Vento Homeless Assistance 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: 3301-37:09 Menus</b>	<i>Compliant</i>



<b>Rule: 3301-37:10 Discipline policy ensures well being of individuals</b>	<i>Compliant</i>
<b>Rule: 3301-37:02 Preschool application submission</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: 3301-37:04 Preschool/school age mixed group</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 Protective Mats</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 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 Child medical statement</b>	<i>Compliant</i>



<b>Rule: 3301-37-08 Cumulative record requirements</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>
<b>Rule: 3301-37:03 Written curriculum adopted and aligned</b>	<i>Compliant</i>
<b>Rule: 3301-37:06 Furniture and equipment</b>	<i>Compliant</i>
<b>Rule: 3301-37:05 Public access areas</b>	<i>Compliant</i>
<b>Rule: 3301-37:04 Approved trainer requirements</b>	<i>Compliant</i>
<b>Rule: 3301-37:07 Swimming permission</b>	<i>Compliant</i>
<b>Rule: 3301-37-08 Child medical signed by licensed physician</b>	<i>Compliant</i>
<b>Rule: 3301-37:03 Written philosophy and goals</b>	<i>Compliant</i>
<b>Rule: 3301-37:02 OCLQS not maintained</b>	<i>Compliant</i>