



| Program Details  |                                 |                               |
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| Program Type:<br>Pre School                            | Program Name:<br>St Columbkille | Program Number:<br>1000019037 |
| Address:<br>6740 Broadview Rd<br><br>Parma<br>OH 44134 |                                 | County:<br>CUYAHOGA           |
| Organization Name:<br>Cleveland Catholic Diocese       | Org IRN:<br>052522              | Site IRN:<br>056770           |

| Inspection Information    |                           |                                   |
|---------------------------|---------------------------|-----------------------------------|
| Inspection Type<br>Annual | Inspection Scope:<br>Full | Inspection Notice:<br>Unannounced |
| Visit Date:<br>03/02/2022 | Begin Time:<br>12:00 PM   | End Time:<br>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: 171   | Number of Rules with Non-Compliances: 9 |                             |
| Serious Risk Non-Compliances: 0 | Moderate Risk Non-Compliances: 1        | Low Risk Non-Compliances: 8 |

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



## Domain: 01 Ratio & Supervision

Rule: 3301-37:04 Ratio and Group size: General education or co-taught classroom

Code: This rule requires children 4 years and 5 years not in kindergarten must have a staff/child ratio of 1:14.

Findings: During the inspection, the staff/child ratio in a general education or co-taught classroom was not maintained for a group including children four and five years old, not in kindergarten. The lead teacher brought a child in from recess when there was an injury leaving the classroom aide outside with 20 children.

Corrective Action Plan Due: 04/13/2022

### Low Risk Non-Compliances

## Domain: 03 Postings & Equipment

Rule: 3301-37:07 Emergency numbers posting

Code: This rule requires posting emergency numbers by each telephone.

Findings: During the inspection, it was determined that there were no emergency numbers posted in each classroom.

## Domain: 05 Health & Safety

Rule: 3301-37:09 Nutritious snack choices provided to parents

Code: This rule requires each program to provide information to parents on nutritious snack choices when parents provide meals and snacks.

Findings: During the inspection, the program did not have evidence of information provided to parents regarding nutritious snack choices when parents provide meals and snacks.

## 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). This healthcheck information from the Ohio Department of Medicaid must be provided to families annually.

### **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.

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

Rule: 3301-37:04 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. All aftercare staff and substitutes must have a full preschool licensing file available for review including an OCCRRA account and completion of the ODE licensing orientation training within 30 days.

### **Domain: 09 Children's Files**

Rule: 3301-37:07 Parent Roster permission

Code: This rule requires that staff secure a signed statement from parent indicating desire to be included in the roster.

Findings: During the inspection, it was determined that staff members did not secure a signed statement from parent indicating desire to be included in the roster.

### **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: The medical statement shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

**Findings:** During the inspection, and a review of children's files, it was determined that the medical statements were not updated every thirteen months from the date of examination

### **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 the program does not have policies and procedures around each child's transition, and withdrawal from the program.

### Rules in Compliance/Not Verified

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| <b>Rule: 3301-37:02 Written compliance report posted</b>                 | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Orientation training</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>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> |



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| <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: 3301-37:04 Substitute requirements</b>                                  | <i>Not Verified</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 Staff minimum requirements</b>                               | <i>Not Verified</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>Not Verified</i> |
| <b>Rule: 3301-37:04 Second adult requirements</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>    |



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| <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: 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> |



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| <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 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> |



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| <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: 3301-37:10 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: 3301-37:05 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>Not Verified</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>    |





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| <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 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 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 Licensed staff in-service requirement</b>                         | <i>Compliant</i> |
| <b>Rule: 3301-37:04 Part-time staff in-service requirement</b>                        | <i>Compliant</i> |



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| <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>Not Verified</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 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: 3301-37-08 Child medical signed by licensed physician</b>                      | <i>Compliant</i>    |
| <b>Rule: 3301-37:03 Written philosophy and goals</b>                                    | <i>Compliant</i>    |