



Program Details		
Program Type: Pre School	Program Name: St Francis	Program Number: 1190019539
Address: 7206 Myron Ave Cleveland OH 44103		County: CUYAHOGA
Organization Name: Cleveland Catholic Diocese	Org IRN: 052522	Site IRN: 056010

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 11/01/2023	Begin Time: 9:30 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: 151	Number of Rules with Non-Compliances: 12	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 2	Low Risk Non-Compliances: 11

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
No Serious Risk Non-Compliances were observed during this inspection



Moderate Risk Non-Compliances

Domain: 01 Ratio & Supervision

Rule: 3301-37:04 Staff/child ratio maintained at all times

Code: This rule requires the preschool staff member/child ratio to be maintained at all times and sufficient individuals must be physically present with the children in accordance with section 3301.56 of the Revised Code.

Findings: During the inspection, sufficient individuals were not physically present with children to meet staff/child ratio.

Corrective Action Plan Due: 12/01/2023

Domain: 08 Staff Files

Rule: 3301-37:04 Required background checks

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 meet the background check requirements as prescribed in rule 5101:2-12-09 of the Administrative Code and the Child Care and Development Block Grant Act of 2014, 42 U.S.C. 9858 (CCDBG Act of 2014) for programs contracted to provide publicly funded child care services and department licensed head start programs.

Findings: During the inspection and review of staff files, individuals used in ratio did not have evidence of criminal background checks to meet the requirements for the Child Care and Development Block Grant (CCDBG) when serving children under publicly funded child care or head start programs. Staff did not have required background checks or a full staff file for verification.

Corrective Action Plan Due: 12/01/2023

Low Risk Non-Compliances

Domain: 02 Safe & Sanitary Environment

Rule: 3301-37:05 Annual fire inspection

Code: This rule requires that the program provide written documentation of an annual fire inspection and approval of the facility. Annually means within twelve calendar months of the previous fire inspection.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Corrective Action Plan Due: 12/01/2023

Domain: 06 Program Information

Rule: 3301-37:02 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: 12/01/2023

Domain: 06 Program Information

Rule: 3301-37:02 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 services and policies for the preschool program.

Corrective Action Plan Due: 12/01/2023

Domain: 06 Program Information

Rule: 3301-37:03 Nap/Rest-Time Requirements

Code: This rule requires that a program serving preschool children for more than five hours per day shall have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed one and one-half hours.

Findings: During the inspection, it was determined that a nap/rest period exceeded one and one-half hours.

Corrective Action Plan Due: 12/01/2023

Domain: 08 Staff Files

Rule: 3301-37:04 Director qualifications

Code: This rule requires the director employed by a program operated by an eligible, nontax-supported, nonpublic school to meet the requirements of the rule by holding a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code.

Findings: During the inspection and review of staff files, the director of an eligible, nontax nonpublic school did not hold a valid teaching certificate in accordance with section 3301.071 of the Revised Code. There was no director onsite and available during the inspection.

Corrective Action Plan Due: 12/01/2023



Domain: 08 Staff Files

Rule: 3301-37:04 Director onsite fifty percent of operating hours

Code: This rule requires the director of the program to be onsite at least half of the program's operating hours.

Findings: During the inspection, evidence that the director is not onsite in the program at least half of the operating hours was verified.

Corrective Action Plan Due: 12/01/2023

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, all staff employed more than 90 days did not have a current age appropriate course in first aid and CPR from an approved provider. At least one staff member onsite at all times did not have communicable disease training and child abuse.

Corrective Action Plan Due: 12/01/2023

Domain: 09 Children's Files

Rule: 3301-37-08 Child medical signed by licensed physician

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 health record of each child shall include but not be limited to a statement signed by a licensed physician as required by paragraph (A) of this rule.

Findings: During the inspection, and a review of children(s) files, it was determined that the health record of each child did not include a medical signed by a licensed physician.

Corrective Action Plan Due: 12/01/2023

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. Discipline policies and procedures available for review did not meet the requirements of preschool rules.



Corrective Action Plan Due: 12/01/2023

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Appropriate policies for children

Code: This rule requires that policies be appropriate for children enrolled in the program.

Findings: During the inspection, it was determined that policies are not appropriate for children enrolled in the program. Policies to meet preschool requirements were not verified through the school parent handbook.

Corrective Action Plan Due: 12/01/2023

Domain: 10 Written Policies & Procedures

Rule: 3301-37:07 Communicable Disease Policy requirements

Code: This rule requires the management of communicable diseases policy which at a minimum meets the requirements of rule 3301-37-11 of the Administrative Code.

Findings: During the inspection and review of program policies, the communicable disease policy did not meet requirements of rule 3301-37-11. The communicable disease policies available for review did not meet the requirements of preschool rule.

Corrective Action Plan Due: 12/01/2023

Rules in Compliance/Not Verified	
Rule: 3301-37:02 Written compliance report posted	<i>Compliant</i>
Rule: 3301-37:04 Orientation training	<i>Not Verified</i>
Rule: 3301-37:04 Non-guilty non-conviction statement	<i>Not Verified</i>
Rule: 3301-37:04 Staff Medical statement	<i>Not Verified</i>
Rule: 3301-37:04 Staff Non-Discrimination	<i>Compliant</i>
Rule: 3301-37:04 Program operation	<i>Not Verified</i>
Rule: 3301-37:04 Staff supervision	<i>Not Verified</i>



Rule: 3301-37:04 Annual in-service requirements	<i>Compliant</i>
Rule: 3301-37:05 Play space free of hazards	<i>Compliant</i>
Rule: 3301-37:04 Director responsibilities	<i>Not Verified</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>Not Verified</i>
Rule: 3301-37:04 Staff minimum requirements	<i>Compliant</i>
Rule: 3301-37:04 Background check updates	<i>Not Verified</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 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>Not Verified</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>Not Verified</i>
Rule: 3301-37:07 Health and safety procedures	<i>Not Verified</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>Not Verified</i>
Rule: 3301-37:11 Communicable disease chart posted	<i>Compliant</i>
Rule: 3301-37:11 Communicable Disease Policy: Ill child isolation requirements	<i>Not Verified</i>
Rule: 3301-37:11 Communicable Disease Policy: Symptoms of illness for isolation	<i>Not Verified</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>Not Verified</i>
Rule: 3301-37:11 Communicable Disease Policy: Exposure to a communicable disease	<i>Not Verified</i>



Rule: 3301-37:11 Communicable disease policy: Training staff	<i>Not Verified</i>
Rule: 3301-37:05 Safe play space available	<i>Compliant</i>
Rule: 3301-37:10 Discipline restrictions	<i>Not Verified</i>
Rule: 3301-37:10 Reporting abuse policy	<i>Compliant</i>
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	<i>Not Verified</i>
Rule: 3301-37:10 Staff receive discipline policy	<i>Not Verified</i>
Rule: 3301-37:07 Admission procedures	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster	<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: 3301-37:09 Food license	<i>Compliant</i>
Rule: 3301-37:07 Parent Roster permission	<i>Compliant</i>
Rule: 3301-37:10 Staff responsibility for discipline	<i>Not Verified</i>
Rule: 3301-37:10 Written discipline policy requirements	<i>Not Verified</i>
Rule: 3301-37:09 Menus	<i>Compliant</i>
Rule: 3301-37:10 Discipline policy ensures well being of individuals	<i>Not Verified</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: 3301-37:05 Ratio maintained at all times	<i>Not Verified</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: 3301-37:07 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: 3301-37:07 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: 3301-37:03 Daily Schedule	<i>Compliant</i>
Rule: 3301-37:11 Children observed for communicable disease upon	<i>Not Verified</i>
Rule: 3301-37:07 Supervising grounds, play areas, and other facilities	<i>Compliant</i>
Rule: 3301-37:07 Written medication policy requirements	<i>Compliant</i>
Rule: 3301-37:07 Written procedures for incident and injury reporting	<i>Not Verified</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 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: 3301-37:03 Written philosophy and goals	<i>Compliant</i>