



Center Licensing Inspection Full Report

All licensed child care programs are inspected at least once each year. Non-compliances are documented and grouped as Serious, Moderate or Low risk violations. Documenting statements and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. For any other child care records, please contact the Child Care Help Desk at 1-877-302-2347, option 4.

Program Details			
Program Name COVENANT CHILDREN'S ACADEMY	Program Number 000000200371	Program Type Child Care Center	
Address 201 N LIMESTONE ST SPRINGFIELD OH 45503		County CLARK	
Building Approval Date 09/13/1972	Use Group/Code BB 303 (pre 1970)	Occupancy Limit	Maximum Under 2 ½
Fire Inspection Approval Date 08/22/2018	Food Service Risk Level Exempt		

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 1/25/2019 9:20 AM	Begin Time 9:20 AM	End Time 12:38 PM
Reviewer: TEANNA McCall		

Summary of Findings				
No. Rules Verified 56	No. Rules with Non-compliances 6	No. Serious Risk 0	No. Moderate Risk 3	No. Low Risk 4

License Capacity and Enrollment at the Time of Inspection				
Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 m)		0	0	0
Young Toddler		0	0	0
Total Under 2 ½ Years		0	0	0
Older Toddler		0	0	0
Preschool		0	20	20
School Age		0	5	5
Total Capacity/Enrollment		0	25	25

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
MWF 4's5's 9-11:30AM	4 years to < 5 years	1 to 12	



M-F K 8:45-11:45AM	School-Age to < 11 years	1 to 4	
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Summary of Non-Compliances

If the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited. Ohio Administrative Code 5101: 2-12-03 details the process for submitting a request for a review if a program disagrees with a licensing finding. The request for review must be submitted within seven days from the receipt of the licensing report.

Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

Moderate Risk Non-Compliances

Domain: 09 Children's Files

Rule: 5101:2-12-15 Medical/Physical Care Plans
Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan For Child Care" with the required signatures on file at the program for any child having a health condition.

Finding: In review of the children’s records, it was determined the JFS 01236 “Child Medical/Physical Care Plan For Child Care” was missing information and/or signatures, as noted in the following numbers 5 & 6 below, as required by the rule:

1. Child’s name and date of birth;
2. Name of the condition;
3. Symptoms to watch for and action to be taken if symptoms occur;
4. Activities/foods/environmental conditions to avoid, if applicable;
5. Medical procedures to be followed and expected benefit;
6. Name of any applicable medication;
7. Instructions regarding emergency evacuation, if applicable;
8. Training instructions;
9. Dated signature of parent or certified professional who trained the program staff;
10. Dated signature(s) of child care staff member(s) trained to perform the procedure;
11. Directions regarding additional services, if applicable;
12. Dated signature of parent giving permission to perform the procedure;
13. Dated signature of program administrator;



14. Other [].

Refer to the Children Record Review for those children missing information or signatures. Secure this information. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Domain: 09 Children's Files

Rule: 5101:2-12-25 Medication Administration and Food Supplements

Code: The program is required to retain the completed JFS 01217 "Request For Administration of Medication for Child Care" on file at the program.

Finding: During the inspection, it was determined that the program had administered medication/a medication available to administer to a child without securing complete written instructions from the parent/guardian on the JFS 01217 "Request For Administration Of Medication For Child Care". The information noted in numbers 5, 6, 7, 8 below was not completed correctly on the JFS 01217 "Request For Administration Of Medication For Child Care":

1. No JFS 01217 was on file.
2. Child's name.
3. Date of birth.
4. Weight.
5. Name of medication.
6. Exact dosage.
7. Time to administer.
8. Time period to administer.
9. Parent/Guardian dated signature.
10. Possible side effects.
11. Expiration date.
12. Physician instructions.
13. Physician's dated signature.
14. Physician's phone number.
15. Date medication was administered.
16. Time medication was administered.
17. Dosage administered.
18. Staff members signature.
19. Other [].

Provide training to staff responsible for the administration of medication and documentation on the prescribed form. See the Children Record Review for the names of children for whom corrected forms are needed. Submit the program's corrective action plan, which includes the completed JFS 01217 "Request for Administration of Medication for Child Care" for each child needed, and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019



Domain: 09 Children's Files

Rule: 5101:2-12-25 Medication Administration and Food Supplements

Code: The program staff is required to administer medication following the instructions on the JFS 01217 "Request For Administration of Medication For Child Care" form or attached prescription label.

Finding: During the inspection, it was determined instructions for medication were not followed as directed on the JFS 01217 "Request For Administration of Medication For Child Care" form or attached prescription label, as noted in the following number 4 below:

1. Medication had been administered to a child at the center at a different time than directed;
2. Medication was administered to a child for a longer or shorter period of time than directed;
3. A child was administered the wrong medication provided to the program for that child;
4. Other in that a child was administered medications twice within 9 minutes, when Rx states, "every 6 hours".

Provide training to the staff designated to administer medication that the parent's and physician's instructions on the prescribed form, as well as instructions on the prescription label, must be followed to avoid over or under medicating a child. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Low Risk Non-Compliances

Domain: 08 Staff Files

Rule: 5101:2-12-08 Medical Statement

Code: The program staff medicals are required to include all information.

Finding: In review of the staff records, it was determined that the medical statements for those employees listed on the Employee Record Chart did not include the required information listed below in numbers 3b and 3c.

1. Date of examination;
2. Signature, business address, and telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination;
3. A statement that verifies that the employee is:



- a. Physically fit for employment in a program caring for children;
- b. Immunized against Tetanus, Diphtheria, Pertussis (Tdap);
- c. Immunized against Measles, Mumps, and Rubella (MMR)

Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Domain: 08 Staff Files

Rule: 5101:2-12-10 Professional Development Requirements

Code: The program staff is required to obtain at least 6 hours of professional development annually.

Finding: In review of the staff records, it was determined that Child Care Staff Members had not completed at least 6 hours of professional development annually, as required by this rule. Refer to the Employee Record Chart for the names of the Child Care Staff Members who must complete additional professional development hours. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Domain: 10 Written Policies & Procedures

Rule: 5101:2-12-07 Written Program Policies and Procedures

Code: The program's policies and procedures are required to include all topics outlined in rule.

Finding: During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing item numbers 6, 12, 27, 28 below:

General Information

1. Program name, address, email address and telephone number;
2. Description of the program's program philosophy;
3. Days and hours of operation, scheduled closings and basic daily schedule;
4. Staff/child ratios and group size;
5. Meals and snacks provided;
6. Outdoor play, including limitations placed on outdoor play due to weather or safety issues. Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice;
7. Opportunities for parent involvement in program activities;



8. Opportunities for parents to meet with teachers regarding their child;
9. Payment schedule, overtime charges and registration fees as applicable;
10. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

Program Policies and Procedures

11. Enrollment including required enrollment information;
12. Enrollment of children without immunizations;
13. Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive;
14. Supervision and child guidance;
15. Parent provided food and program-wide dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the program supplements food when the parent does not provide sufficient food for the day;
16. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child;
17. Summary of procedures taken in the event of an emergency, serious illness or injury;
18. Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments;
19. Transportation for trips and emergencies;
20. Water activities/swimming;
21. Infant care, if applicable, including frequency of diaper checks;
22. Napping and Resting;
23. Evening and overnight care, if applicable;
24. Policy on operation and/or closing due to weather, school delays or closings and any other factors;
25. Policy on when the program will require disenrollment of a child;
26. Procedure for parents or employees to follow when needing assistance in resolving problems related to the child care program;
27. Policy on whether or not the program will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment;
28. Policy on whether the program conducts formal assessments on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Revise the program's written policies and procedures to include the missing information. Submit the program's corrective action plan, which includes the revised written policies and procedures, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Domain: 10 Written Policies & Procedures

Rule: 5101:2-12-16 Written Disaster Plan

Code: The program is required to have a written disaster plan completed.



Finding: During the inspection, it was determined the program’s written disaster plan provided to all child care staff and employees was missing the information in numbers 2, 3, 4, 11 below:

Procedures:

1. Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes;
2. Emergency outdoor and indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism;
3. Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats;
4. Outbreaks, epidemics or other infectious disease emergencies;
5. Loss of power, water, or heat;
6. Other threatening situations that may pose a health or safety hazard to the children in the program.

Details:

7. Shelter in place or evacuation, how the program will care for and account for the children until they can be reunited with the parent;
8. Assisting infants and children with special needs and/or health conditions;
9. Emergency contact information for parents and the program;
10. Procedures for notifying and communicating with parents regarding the location of the children if evacuated;
11. Procedures for communicating with parents during loss of communications, no phone or internet service available;
12. The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place;
13. What to do if a disaster occurs during the transport of children or when on a field trip or routine trip;
14. Training of staff or reassignment of staff duties as appropriate;
15. Updating the plan on a yearly basis;
16. Contact with local emergency management officials.

Add the missing information to the disaster plan. Submit the program’s corrective action plan, which includes the missing information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/24/2019

Rules In-Compliance/Not Verified

Rule	Status	Documenting Statement(s), If applicable
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5101:2-12-22 Meal and Snack Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-04 Fire Approval	Compliant	Documenting Statement: Please Note: An annual fire inspection approval must be secured for the program. Secure a new approval by 8/22/19.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Management of Communicable Disease	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Smoke Free Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator Qualifications	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements	Compliant	Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Food License	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Sanitary Equipment and Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-19 Child Guidance	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 First Aid/Standard Precautions	Compliant	Documenting Statement: During the inspection, 2 first aid kits were reviewed and available as required.



Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-11 Outdoor Play Fall Zones	Compliant	Documenting Statement: The protective material used under outdoor equipment was wood chip mulch and rubberize mats under slides.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 License Capacity	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Safe Food Handling/Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Emergency Drills	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Materials and Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Outdoor Play	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Building Approval	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 License Posted	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-11 Outdoor Space Requirements	Compliant	Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.
Rule: 5101:2-12-11 Outdoor Space	Compliant	Documenting Statement: The quarterly



Requirements		playground inspections were completed and documented, as required. The most recent inspection report form was dated 10/3/17.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-19 Supervision	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-15 Child Medical and Enrollment Records	Compliant	Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the records were complete, as required by the rule.
Rule: 5101:2-12-15 Child Medical and Enrollment Records	Compliant	Documenting Statement: In review of 25% of the records, at the time of the inspection, children's medical statements were complete and on file, as required by the rule.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator Responsibilities/Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Orientation and Staff Records	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Health Training Requirements	Not Verified	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	Compliant	Documenting Statement: The program uses the ODJFS sample trip permission form for field trips to secure written permission from parents or guardians.
5101:2-12-16 Incident/Injury Reporting	Compliant	
5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	
5101:2-12-18 Attendance Records	Compliant	
5101:2-12-18 Group Size	Compliant	
5101:2-12-18 Ratio	Compliant	
Rule: 5101:2-12-09 Background Check Requirements	Compliant	Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.