



## Program Details

Program Type: Child Care Center	Program Name: ROTHENBERG PREPARATORY ACADEMY	Program Number: 000000200597
Address: 241 E. CLIFTON CINCINNATI OH 45210		County: HAMILTON

## Inspection Information

Inspection Type: Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Reviewer: MICHELE MILLER	Visit Date: 05/10/2017	Begin Time: 2:40 PM
		End Time: 6:30 PM

All licensed child care programs are inspected at least once each year. All documented non-compliances are grouped as Serious, Moderate and Low risk violations. Documenting statements and supplemental information may be included in this report. This information is provided for technical assistance, and may not be associated with any Out of Compliance items.

Licensing inspection reports from the previous two years can be found on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. Complaint investigations that resulted in additional non-compliance findings are also available on the website, however allegations that were unable to be substantiated are not included. For complete records of child care licensing inspections and complaint investigations, including all allegations, please contact the Child Care Help Desk at 1-877-302-2347 option 4, or the child care website for a public records request.

## Summary of Findings

Number of Rules Verified: 50	Number of Rules with Non-Compliances: 7	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 2	Low Risk Non-Compliances: 10

## Summary of Non-Compliances

Program Fully Compliant? No

### Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

### Moderate Risk Non-Compliances



**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to have the results from the criminal records check on file before allowing the staff to have sole responsibility of children.

Findings: During the inspection, it was determined that Child Care Staff Member(s) had sole responsibility of children in the [ ] group and the BCI and/or FBI criminal record check results were not on file as required. Submit the program's corrective action plan, which includes a copy of the results of the criminal records check, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to have staff update their criminal records check as required.

Findings: Background checks are required to be updated every five years for the following:

1. Owner;
2. Administrator;
3. Child Care Staff Member;
4. Employee.

In review of the staff records, it was determined that the individual(s) in number [ ] above, listed on the Employee Record Chart did not complete the BCI and FBI criminal record checks every five years as required. Submit the program's corrective action plan, which includes a copy of the results of the criminal records check, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

**Low Risk Non-Compliances**

**Domain: 00 License & Approvals**

Rule: 5101:2-12-02 Current Information

Code: The rule requires the program to request an administrator amendment within five days of the administrator's last day and qualifications submitted within thirty days.

Findings: During the inspection, it was determined that a change of administrator had been made and the owner or administrator had failed to provide notification of this change to the Department within five business days. A



license is only valid for the licensee, administrator, address and license capacity designated on the license. Technical assistance was provided, and as discussed, submit the request to amend the license and any required documentation, if applicable, through the licensing system, OCLQS.

### **Domain: 03 Postings & Equipment**

Rule: 5101:2-12-17 Daily Schedule

Code: The program is required to have the daily program schedule posted in all required areas.

Findings: During the inspection, it was determined that a copy of the daily program schedule was not observed posted in the areas the children were using as required. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

### **Domain: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to post the fire and weather plans.

Findings: During the inspection, it was determined that the following information was not posted for item number(s) 1,2,3,4 below:

1. Fire alert plan;
2. Fire diagram;
3. Weather alert plan;
4. Weather diagram.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

### **Domain: 05 Health & Safety**

Rule: 5101:2-12-16 First Aid/Standard Precautions

Code: The program is required to have all the required items in the first aid kit.

Findings: During the inspection, it was determined that the program did not have a first aid kit [onsite, on the



vehicle, on a field trip] as required, that included all items listed in the appendix A of the rule. The kit(s) were missing the item(s) listed in number(s) 1,2,3,5,6,7,8,9,10,11,12,13,14,15,16,17 below:

1. One roll of hypoallergenic first-aid tape;
2. Individually wrapped sterile gauze squares in assorted sizes;
3. Sterile adhesive bandages in assorted sizes;
4. Tweezers;
5. Gauze rolled bandage;
6. Triangular bandage;
7. Rounded end scissors;
8. Tooth preservation system or fresh chilled liquid milk in which to transport a lost permanent tooth, including a written reference indicating location of the refrigerator/freezer where milk is stored if a tooth preservation system is not part of the first aid kit (for programs serving school-age children only);
9. A guide to emergency first aid;
10. A working digital thermometer;
11. Disposable non-latex gloves;
12. A working flashlight;
13. An instant cold pack that has not been activated or ice, including a written reference indicating location of the refrigerator/freezer where the ice is stored if an instant cold pack is not part of the first aid kit;
14. Sealable leak-proof plastic bags in assorted sizes or double bagged plastic bags that can be securely tied for materials soiled with blood or bodily fluids;
15. Pocket mask or face shield, appropriate for all ages of children in care, for cardiopulmonary resuscitation (CPR) administration;
16. Soap or waterless sanitizer (field trip or transporting away from the program only);
17. Bottled water (field trip or transporting away from the program only).

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to maintain results of the criminal records checks onsite.

Findings: In review of the staff records, it was determined that criminal records check results were not on file for those persons listed on the Employee Record Chart, but were on file at another location. Criminal records check



results must be kept on site at the program for each employee. Submit the program's corrective action plan, which includes a copy of the results of the criminal records check(s), to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to send the appropriate criminal records check results directly to the program.

Findings: In review of the staff records, it was determined that the results from BCI and/or FBI for the employee(s) were not sent directly to the program, as required. Refer to the Employee Record Chart for those employees who will need to electronically re-submit the [BCI/FBI] criminal records check to BCI. Submit the program's corrective action plan, which includes a copy of the results of the criminal records check, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

**Domain: 08 Staff Files**

Rule: 5101:2-12-08 Medical Statement

Code: The program staff medicals are required to be completed and on file at the program.

Findings: In review of the staff records, it was determined that completed medical examination statement(s) for the employee(s) listed on the Employee Record Chart [was/were] not on file, as required by this rule. Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017

**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to maintain a current JFS 01328 "Statement of Nonconviction For Child Care" for each staff.

Findings: In review of the staff records, it was determined that an [updated, prescribed] JFS01328 "Statement of Nonconviction For Child Care" was not on file for the employee(s) listed on the Employee Record Chart. By the date of hire and annually thereafter, each employee, administrator, and owner must sign the prescribed form which is to be kept on file at the program and available for review by the director's representative. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/29/2017



**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Child Medical and Enrollment Records

Code: The program is required to have a completed JFS 01234 "Child Enrollment and Health Information For Child Care" on file for each child enrolled.

Findings: In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 "Child Enrollment and Health Information For Child Care", as required, for the items in number(s) 3 below:

1. Complete parent information;
2. Complete emergency contact information;
3. Complete physician information;
4. Information regarding the parent list;
5. Health information;
6. Additional information for all boxes checked "yes";
7. Emergency transportation information;
8. Parent/guardian's signature;
9. Diapering Statement;
10. Acknowledgement of Policies and Procedures.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Child Medical and Enrollment Records

Code: The program is required to have a completed and signed JFS 01234 "Child Enrollment and Health Information For Child Care" on file for each child enrolled.

Findings: In review of 25% of the children's records, it was determined that the required JFS 01234 "Child Enrollment and Health Information For Child Care" had not been reviewed and signed by the administrator, as required. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.



### Rules in Compliance/Not Verified

Rule: 5101:2-12-22 Meal and Snack Requirements Documenting Statement: Meals served at the program included foods from the four food groups in sufficient amounts. The program receives a two food group snack at the beginning of the program and then receives a dinner at the end of the day. Documenting Statement: Snacks served at the program included foods from two of the four food groups and provided nutritional value in addition to calories.	<i>Compliant</i>
Rule: 5101:2-12-18 Ratio	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Responsibilities/Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Incident/Injury Reporting	<i>Compliant</i>
Rule: 5101:2-12-13 Handwashing Requirements	<i>Compliant</i>
Rule: 5101:2-12-04 Fire Approval	<i>Compliant</i>
Rule: 5101:2-12-22 Meals and Snacks	<i>Compliant</i>
Rule: 5101:2-12-16 Management of Communicable Disease	<i>Compliant</i>
Rule: 5101:2-12-13 Smoke Free Environment	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Qualifications	<i>Compliant</i>
Rule: 5101:2-12-10 Health Training Requirements	<i>Compliant</i>
Rule: 5101:2-12-25 Medication Administration and Food Supplements Documenting Statement: There were no children on medication at the time of the inspection; however, the method of storage and practices for the administration were reviewed.	<i>Compliant</i>
Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation - Driver Requirements Documenting Statement: The program states it contracts with a yellow bus company for field trips. The program	<i>Not Verified</i>



has drivers who are not employees of the program. At least one Child Care Staff Member with current transportation training is present on the vehicle(s) when children are transported.

Rule: 5101:2-12-16 Written Disaster Plan	<i>Not Verified</i>
Rule: 5101:2-12-24 Swimming and Water Safety Requirements	<i>Not Verified</i>
Rule: 5101:2-12-03 Inspection Requirements	<i>Compliant</i>
Rule: 5101:2-12-04 Food License	<i>Compliant</i>
Rule: 5101:2-12-13 Sanitary Equipment and Environment	<i>Compliant</i>
Rule: 5101:2-12-19 Child Guidance	<i>Compliant</i>
Rule: 5101:2-12-22 Fluid Milk Requirements	<i>Compliant</i>
Rule: 5101:2-12-08 Orientation and Staff Records	<i>Compliant</i>
Rule: 5101:2-12-11 Outdoor Play Fall Zones	<i>Compliant</i>
Rule: 5101:2-12-18 License Capacity	<i>Compliant</i>
Rule: 5101:2-12-22 Safe Food Handling/Storage	<i>Compliant</i>
Rule: 5101:2-12-07 Written Program Policies and Procedures Documenting Statement: The rule requirements were discussed for the revised policies and procedures. Please revise the materials and forward a copy for assesment, according to Rule 7 Appendix B. Please include the required disaster plan, as required by Rule 16.	<i>Not Verified</i>
Rule: 5101:2-12-11 Indoor Space Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Emergency Drills	<i>Not Verified</i>
Rule: 5101:2-12-12 Safe Environment	<i>Compliant</i>





Rule: 5101:2-12-17 Materials and Equipment	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation - Vehicle Requirements	<i>Not Verified</i>
Rule: 5101:2-12-11 Outdoor Play Equipment	<i>Compliant</i>
Rule: 5101:2-12-17 Daily Outdoor Play Documenting Statement: On the day of the visit outdoor play was not observed for the children. The program was practicing for and then performing an end of the year talent show.	<i>Not Verified</i>
Rule: 5101:2-12-04 Building Approval	<i>Compliant</i>
Rule: 5101:2-12-02 License Posted	<i>Compliant</i>
Rule: 5101:2-12-11 Outdoor Space Requirements	<i>Compliant</i>
Rule: 5101:2-12-19 Supervision	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	<i>Not Verified</i>
Rule: 5101:2-12-20 Cots and Napping Documenting Statement: At the time of the inspection, the program did not have preschool children enrolled. It was stated that the preschool part of the program closed prior to the visit.	<i>Not Verified</i>
Rule: 5101:2-12-18 Group Size	<i>Compliant</i>
Rule: 5101:2-12-18 Attendance Records	<i>Compliant</i>
Rule: 5101:2-12-10 Professional Development Requirements	<i>Compliant</i>
Rule: 5101:2-12-12 Safe Equipment	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Responsibilities/Requirements B	<i>Compliant</i>



Rule: 5101:2-12-15 Medical/Physical Care Plans

Compliant

Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions.

**Supplemental Information**

**Building Approval**

Building Department: City of Cincinnati	Use Group/Building Code: E	Maximum Occupancy Limit: 1831
Structure/Name Description: Rotherberg Preparatory Academy	Approval Date: 08/21/2013	Maximum Occupancy Under 2 ½:

**Fire Approval**

Approval Type: Annual	Inspection Date: 07/22/2016
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**Food Service**

License/Exemption: Level IV	Health Department: City of Cincinnati
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**Indoor Space Log**

Room/Space	Area	Children Allowed
10 classrooms within elementary school	7,000	52
<b>Total</b>	7,000	52

**Indoor Space Log for Groups with Children under 2 ½**

No Room Space Log for Groups with Children under 2 ½ was observed during this Inspection

Room/Space	Area	Children Allowed
<b>Total</b>	0	0

**Outdoor Space Log**

Room/Space	Area	Children Allowed
PLAYGROUND	7,000	
<b>Total</b>	7,000	0



**Ratios (Number of Staff to Children)**

Group	Age Group/Range	Ratio	Comment
after school group	School-Age to < 11 years	1 to 8	older school agers
after school group	School-Age to < 11 years	1 to 12	older school agers
after school group	School-Age to < 11 years	2 to 9	kindergarten age children
after school group	School-Age to < 11 years	1 to 12	3rd grade group
after school group	School-Age to < 11 years	1 to 12	thrid grade group
after school group	School-Age to < 11 years	1 to 9	older school age children

**License Capacity and Enrollment**

Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 months)		0	0	0
Young Toddler (18 months to < 30 months)		0	0	0
<b>Total Under 2 ½</b>	<b>0</b>			
Older Toddlers (30 months to < 3 years)		0	0	0
Preschool (3 years to Kindergarten)		0	0	0
School Age (Kindergarten to 15 years)		60	0	60
<b>Total Enrollment</b>	<b>60</b>			

**Technical Assistance**