



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 Imani Family Center	Program Number 000000200597	Program Type Child Care Center	
Address 241 E. CLIFTON CINCINNATI OH 45210		County HAMILTON	
Building Approval Date 08/21/2013	Use Group/Code E	Occupancy Limit 1821	Maximum Under 2 ½ 0
Fire Inspection Approval Date	Food Service License Exemption Level IV	Food Service Risk Level	

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 01/11/2018	Begin Time 2:45 PM	End Time 6:35 PM
Reviewer: ZIBUTE OSGOOD		

Summary of Findings				
No. Rules Verified 49	No. Rules with Non-compliances 18	No. Serious Risk 0	No. Moderate Risk 3	No. Low Risk 25

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		13	0	13
School Age		51	0	51
Total Capacity/Enrollment		64	0	64

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Pre-K	Pre-K	1 to 6	4's & 5's



Kindergarten & 1st	Kindergarten & 1st	1 to 11	College student assisting
Library	Library	1 to 12	
Computer Lab	Computer Lab	1 to 10	
Children combined	Children combined	1 to 29	Children combined in gym. 2nd CCSM left the group.

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: 01 Ratio & Supervision

Rule: 5101:2-12-18 Ratio

Code: The program is required to maintain the appropriate staff to child ratio for each group served.

Finding: During the inspection, a ratio of one Child Care Staff Member for twenty-nine children was determined to have occurred for the school age group when the situation in number 12 below occurred:

1. A Child Care Staff Member stepped out of the room;
2. A Child Care Staff Member had not arrived at work on time;
3. Children were present who were not scheduled to be there;
4. A Child Care Staff Member was unable to work;
5. A child was injured in that group;
6. A child arrived in the group before a second staff member was scheduled to arrive with the group;
7. Two groups were combined, and the program did not follow the ratio for the youngest child in the group;
8. A child was transitioning to the next older age group, and the program did not follow the ratio for the youngest child in the group;
9. Ratio was doubled in the school age group to allow access to the program, however, the program does not



serve only school age children;

10. Both Child Care Staff Members did not have a working communication device when one staff member left the group to allow access to the school age only program;

11. The Child Care Staff Member did not return to the group after allowing access to the school age only program;

12. Other: A Child Care Staff Member did not join the group.

Additional Child Care Staff Members must be hired or current Child Care Staff Members must be rescheduled to maintain compliance. Provide staff training. 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: 02/23/2018

Domain: 08 Staff Files

Rule: 5101:2-12-09 Background Check Requirements

Code: The program is required to have all staff request background checks as required.

Finding: In review of the staff records, it was determined that background checks were not requested for the persons listed on the Employee Record Chart as noted in number 1, 2 below:

1. Submitting the JFS 01175 "Request for a Background Check for Child Care" to the Department or the OPR;
2. Submitting fingerprints electronically according to the process established by BCI.

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

Corrective Action Plan Due: 02/23/2018

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" on file at the program for any child having a health condition.

Finding: A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan" must be on file for any child having health conditions which require monitoring for symptoms or a medical procedure be performed at the program. In review of the children's records, it was determined that the required written information was not on file for the at least one child indicated on the Children Record Review, which would allow Child Care Staff Members to perform a medical procedure or properly care for a child with a health condition. Secure this information. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236 "Child Medical/Physical



Care Plan(s)", to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Low Risk Non-Compliances

Domain: 00 License & Approvals

Rule: 5101:2-12-04 Fire Approval

Code: The program is required to obtain a fire inspection within 12 months from the date of the last fire approval.

Finding: During the inspection, it was determined the program had not been inspected and approved within 12 months from the date of the last fire approval by the local fire department or local fire safety inspector, as required. The program had requested for the new inspection within at least 30 days prior to the expiration date of the previous approval. Submit the program's corrective action plan, which includes an updated fire approval, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Ratio

Code: The program is required to post the staff to child ratios, age grouping, and maximum group size appendix in a noticeable area in the program.

Finding: During the inspection it was determined that Appendix A of this rule, "Staff/Child Ratios, Age Grouping and Maximum Group Size", was not posted in a noticeable area in the program. 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: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

Code: The program is required to have the information listed in rule on all attendance records.



Finding: During the inspection, it was determined that the attendance records did not include all of the required information listed below:

1. The name of the child;
2. The birth date of the child;
3. The assigned group;
4. The child's weekly schedule;
5. The time (hours and minutes) of each child's arrival and departure to the program, including transportation by the program.

Information in numbers 2, 3, 4, 5 must be added to the form used to maintain attendance records. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-19 Supervision

Code: The program is required to obtain written parental permission for a school-age child who may walk to or from the program from another destination.

Finding: During the inspection, it was determined that written permission had not been secured, as required by this rule, from the parent/guardian for school children for the following number 3 below:

1. Walking to and from the program or school;
2. Walking home or to another destination;
3. Participation in activities inside the building that are sponsored by another group.

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: 02 Safe & Sanitary Environment

Rule: 5101:2-12-13 Sanitary Equipment and Environment

Code: The program is required to have all toilets flushed after use.

Finding: During the inspection, it was determined that toilets were not being flushed after each use in the preschool restroom. Toilets are required to be flushed after each use. 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: 02 Safe & Sanitary Environment

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Finding: Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined that children were not protected from the following item or which may threaten their health, safety, or well-being as noted in the following number 13 below:

1. Open pull cords that are not closed loop;
2. Telephone cords;
3. Electrical/extension cords attached to an object that would not likely result in a severe injury if pulled;
4. Stacked chairs;
5. Employee(s) purse(s);
6. Diaper bags;
7. Television not securely anchored;
8. Small or lightweight pieces of shelving units are not securely anchored to the wall;
9. Smoke detector needing batteries replaced;
10. Staff member stepped over a barrier/gate while holding a child;
11. Chipping or peeling paint;
12. Emergency exits were blocked by the following classroom furniture: [];
13. Other: Disinfectant wipes stored within the reach of preschool children.

Provide staff training. 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: 02/23/2018

Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to have all surge protectors and outlets covered.

Finding: During the inspection, it was determined that surge protectors/outlets did not have childproof receptacle



covers. The program must have safety covers on all electrical outlets, including power strips and surge protectors, which are within the reach of the children. 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: 5101:2-12-17 Daily Schedule

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

Finding: During the inspection, it was determined that a copy of the after school daily program schedule was not posted in the preschool area 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 use the most recent version of the JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care".

Finding: During the inspection, it was determined that the program was not using the prescribed JFS 01242 "Medical, Dental and General Emergency Plan For Child Care" in the preschool room. 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.



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

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

The plan was not posted in the cafeteria. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 03 Postings & Equipment

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

Code: The program is required to post the JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care".

Finding: During the inspection, it was determined that the JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care" was not posted readily available as noted in the following numbers 1, 2, 3 below as required:

1. By each telephone;
2. In each classroom;
3. In other spaces used by children.

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

Corrective Action Plan Due: 02/23/2018

Domain: 03 Postings & Equipment

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

Code: The program is required to have the JFS 01201 "Dental First Aid" posted in a readily available area at the program.

Finding: During the inspection it was determined that the JFS 01201 "Dental First Aid" was not posted in a location readily available to center staff and parents 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: 05 Health & Safety

Rule: 5101:2-12-16 Emergency Drills

Code: The program is required to complete fire drills, weather drills, and emergency/lockdown drills appropriately.

Finding: During the inspection, it was determined that the required drills were not completed for item numbers 1, 2, 3 below:

1. Monthly fire drills;
2. Monthly weather emergency drills (March through September);
3. Quarterly emergency/lockdown drills.

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

Corrective Action Plan Due: 02/23/2018

Domain: 05 Health & Safety

Rule: 5101:2-12-22 Meal and Snack Requirements

Code: The program is required to post the currently menu for the week.

Finding: During the inspection, it was determined that the current snack menu for this week was not posted. 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: 5101:2-12-10 Health Training Requirements

Code: The program is required to have staff complete the required one hour prescribed Child Abuse training.



Finding: In review of the staff records, it was determined that the requirement for the ODJFS one-hour prescribed Child Abuse Training was not met as noted in numbers 1, 3 below:

1. The training was not completed within sixty days of hire;
2. The training expired, as it is only valid for two years;
3. Not all administrators, Child Care Staff Members, and substitutes have completed the training.

Refer to the Employee Record Chart for the name(s) of the Child Care Staff Member(s) who must complete the ODJFS one-hour prescribed Child Abuse Training. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 08 Staff Files

Rule: 5101:2-12-08 Orientation and Staff Records

Code: The program is required to have staff complete the online staff orientation training.

Finding: In review of the staff records, it was determined that Child Care Staff Member(s) had not completed the online orientation training as noted in numbers 1, 2 below:

1. Within 30 days of starting employment at the program as a Child Care Staff Member.
2. No documentation of completing the training after December 31, 2016.

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

Corrective Action Plan Due: 02/23/2018

Domain: 08 Staff Files

Rule: 5101:2-12-07 Administrator Responsibilities/Requirements

Code: The program administrator is required to maintain a written list of current employees.

Finding: During the inspection, it was determined the administrator did not have a written list on-site of required documentation for all employees, as information was missing as noted in the following numbers 1, 2, 3, 4 below:

1. List of all employees;
2. Date of hire;
3. Position;
4. Schedule (Days/Hours).



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 Background Check Requirements

Code: Program staff is required to create a profile in the Ohio Professional Registry and submit background checks to ODJFS.

Finding: In review of the staff records, it was determined that an owner, administrator or individual did not complete the requirements of this rule as noted in numbers 3 below:

1. Individuals employed on or after October 29, 2017, did not create a profile in the OPR;
2. Individuals employed prior to October 29, 2017 did not create a profile in the OPR by January 1, 2018;
3. Individuals employed prior to October 29, 2017, did not submit the JFS 01175 "Request for a Background Check for Child Care" to ODJFS by January 1, 2018.

Submit the program's corrective action plan, which includes a statement that the individual(s) have created a profile in the OPR, and/or the individual(s) have submitted the JFS 01175 to ODJFS, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 08 Staff Files

Rule: 5101:2-12-10 Health Training Requirements

Code: The program is required to maintain a staff schedule with coverage of the required health trainings.

Finding: In review of the staff records, it was determined that at least one Child Care Staff Member with currently valid training in CPR was not present/scheduled to be present from opening to closing, as required, for the following reason as noted in number 1 below:

1. The training taken by staff present/scheduled had expired;
2. Child Care Staff Members scheduled during this time had not taken CPR;
3. A trained Child Care Staff Member was not present in each building used by children;
4. A Child Care Staff Member scheduled at this time did not have verification of completion of CPR;
5. The training taken by staff did not include all age groups the program serves.



Submit the program's corrective action plan, which includes verification of complete coverage for CPR training, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 08 Staff Files

Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements

Code: The program staff is required to have educational verification on file at the program.

Finding: In review of the staff records, it was determined that verification of a high school education was not on file for Child Care Staff Members listed on the Employee Record Chart, as required. Submit the program's corrective action plan, which includes a copy of the verification of a high school education, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

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.

Finding: In review of the staff records, it was determined that completed medical examination statements for the employees listed on the Employee Record Chart 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: 02/23/2018

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.



Finding: 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 numbers 2, 3, 6 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.

Finding: 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.

Domain: 09 Children's Files

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

Code: The program is required to have a medical statement on file at the program for each child enrolled.

Finding: In review of 25% of the children's records, it was determined that completed medical statements were not on file, as required, for children listed on the Children Record Review. Submit the program's corrective action plan



to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/23/2018

Domain: 09 Children's Files

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

Code: The program is required to use the updated JFS 01234 "Child Enrollment and Health Information For Child Care".

Finding: In review of 25% of the children's records, it was determined that the current JFS 01234 "Child Enrollment and Health Information For Child Care" was not being used, as required, to secure health, enrollment and emergency information on children. 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	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing Requirements	Compliant	
5101:2-12-16 Management of Communicable Disease	Compliant	
5101:2-12-13 Smoke Free Environment	Compliant	
5101:2-12-07 Administrator Qualifications	Compliant	
5101:2-12-16 Written Disaster Plan	Not Verified	



Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-04 Food License	Compliant	Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: #9821746, exp. 03/01/2018.
Rule 5101:2-12-19 Child Guidance	Compliant	
Rule 5101:2-12-16 First Aid/Standard Precautions	Not Verified	
Rule 5101:2-12-11 Outdoor Play Fall Zones	Not Verified	
Rule 5101:2-12-18 License Capacity	Compliant	
Rule 5101:2-12-22 Safe Food Handling/Storage	Compliant	
Rule 5101:2-12-07 Written Program Policies and Procedures	Not Verified	
Rule 5101:2-12-11 Indoor Space Requirements	Compliant	
Rule 5101:2-12-17 Materials and Equipment	Compliant	
Rule: 5101:2-12-11 Outdoor Play Equipment	Not Verified	Documenting Statement: The outdoor play space and equipment were not viewed during this inspection due to rain, however, the requirements were discussed.
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-17 Daily Outdoor Play	Not Verified	
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
5101:2-12-11 Outdoor Space Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Toothbrushing Requirements	Compliant	
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
5101:2-12-10 Professional Development Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 Incident/Injury Reporting	Compliant	Documenting Statement: The requirements for completing JFS 01299 "Incident/Injury Report For Child Care" reports were discussed during the inspection.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Group Size	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-25 Medication Administration and Food Supplements	Not Verified	



Department of Education
Department of Job and Family Services

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