



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
Building Approval Date 08/21/2013	Use Group/Code E	Occupancy Limit 1831	Maximum Under 2 ½
Building Approval Date 08/21/2013	Use Group/Code E	Occupancy Limit 1831	Maximum Under 2 ½
Fire Inspection Approval Date	Food Service Risk Level Level IV		

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 04/26/2018	Begin Time 4:15 PM	End Time 7:00 PM
Reviewer: ZIBUTE OSGOOD		

Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 15	No. Serious Risk 0	No. Moderate Risk 2	No. Low Risk 18

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	10	10
School Age		0	47	47
Total Capacity/Enrollment		0	57	57



Staff-Child Ratios at the Time of Inspection

Group	Age Group/Range	Ratio Observed	Comment
Preschool	3 years to < 4 years	1 to 7	4's & 5's
Kindergarten & 1st	School-Age to < 11 years	1 to 14	
2nd & 3rd Grade	School-Age to < 11 years	1 to 12	
4th, 5th & 6th	School-Age to < 11 years	1 to 10	

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: 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: 06/21/2018



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: 06/21/2018

Low Risk Non-Compliances

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 number 2 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: 06/21/2018

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 number 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: 06/21/2018

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 daily program schedule, after 2:15 p.m., 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 post the fire and weather plans.

Finding: During the inspection, it was determined that the following information was not posted for item numbers 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: 06/21/2018

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 number 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: 06/21/2018

Domain: 05 Health & Safety

Rule: 5101:2-12-16 Management of Communicable Disease

Code: The program is required to post the JFS 08087 "Ohio Department of Health Communicable Disease Chart."

Finding: During the inspection, it was determined that the JFS 08087 "Ohio Department of Health Communicable Disease Chart" was not posted as required, as indicated in item 2 below:

1. In a location readily available to program staff and parents;
2. The posted chart was not the current version.

Technical assistance was provided at the time of 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: 5101:2-12-08 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: 06/21/2018

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: 06/21/2018

Domain: 08 Staff Files

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

Code: The program is required to send the request for a background check directly to ODJFS.

Finding: In review of the staff records, it was determined that background checks were not requested according to the requirements in this rule for the persons listed on the Employee Record Chart. The JFS 01175 "Request for a Background Check for Child Care" had not been submitted to the Department, however, results of BCI and FBI criminal record checks were observed on file at the program. Submit the program's corrective action plan, which includes a statement that the JFS 01175 and copies of the current criminal records check results have been submitted according to the procedure stated in rule, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/21/2018



Domain: 08 Staff Files

Rule: 5101:2-12-07 Administrator Qualifications

Code: The program is required to maintain a qualified administrator.

Finding: During the inspection, it was determined the program did not have a named qualified administrator. To name a new administrator, an administrator amendment must be submitted in OCLQS, the licensing system. Submit the program's corrective action plan, which includes documents to support qualifications for the newly requested administrator, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/21/2018

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 number 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: 06/21/2018

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 Communicable Disease was not present during all operating hours, as required, for the following reasons as noted in number 1 below:

1. The training taken by staff present had expired;
2. Child Care Staff Members scheduled during this time had not taken Communicable Disease training;
3. A trained Child Care Staff Member was not present in each building used by the program;
4. A Child Care Staff Member scheduled at this time did not have verification of completion of the full Communicable Disease training.

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

Corrective Action Plan Due: 06/21/2018

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 Child Abuse Recognition and Prevention was not present during all operating hours, as required, for the following reason as noted in number 1 below:

1. The training taken by staff present had expired;
2. Child Care Staff Members scheduled during this time had not taken Child Abuse training;
3. A trained Child Care Staff Member was not in each building used by the program;
4. A Child Care Staff Member scheduled at this time did not have verification of completion of the full six-hour Child Abuse Recognition and Prevention training;
5. The Child Care Staff Member considered to be providing coverage had only the ODJFS prescribed Child Abuse training, which does not meet this rule compliance.

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

Corrective Action Plan Due: 06/21/2018

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 number 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: 06/21/2018

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 3, 10 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: 10 Written Policies & Procedures

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

Code: The program's handbook is required to be available at the program.

Finding: During the inspection, it was determined the written policies and procedures were not available at the program as required. A copy must be made available onsite for review. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/21/2018

Domain: 10 Written Policies & Procedures

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

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

Finding: During the inspection, it was determined a written disaster plan had not been completed. Develop a disaster plan that meets the requirement of this rule. Submit the program's corrective action plan, which includes a copy of the program's disaster plan, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/21/2018

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
5101:2-12-04 Fire Approval	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Smoke Free Environment	Compliant	
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: #9874422, exp. 03/01/2019.
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
5101:2-12-16 First Aid/Standard Precautions	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Compliant	
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
5101:2-12-17 Materials and Equipment	Compliant	
5101:2-12-11 Outdoor Play Equipment	Compliant	
5101:2-12-17 Daily Outdoor Play	Compliant	
5101:2-12-04 Building Approval	Compliant	
5101:2-12-02 License Posted	Compliant	
5101:2-12-11 Outdoor Space Requirements	Compliant	
5101:2-12-19 Supervision	Compliant	
5101:2-12-02 Current Information	Compliant	
5101:2-12-20 Cots and Napping	Compliant	
5101:2-12-12 Safe Equipment	Compliant	
5101:2-12-03 Inspection Requirements	Compliant	
5101:2-12-07 Administrator Responsibilities/Requirements	Compliant	
5101:2-12-10 Professional Development Requirements	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
5101:2-12-16 Incident/Injury Reporting	Compliant	
5101:2-12-18 Group Size	Compliant	
5101:2-12-18 Ratio	Compliant	
5101:2-12-25 Medication Administration and Food Supplements	Compliant	