



## 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 CHILDREN UNLIMITED INC	Program Number 000000201550	Program Type Child Care Center	
Address 7713 HAMILTON AVE CINCINNATI OH 45231		County HAMILTON	
Building Approval Date 01/25/1985	Use Group/Code E with I-2	Occupancy Limit 90	Maximum Under 2 ½
Fire Inspection Approval Date 01/03/2017	Food Service License Exemption Level III	Food Service Risk Level	

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 01/16/2018	Begin Time 9:30 AM	End Time 2:26 PM
Reviewer: BRIAN CHASTAIN		

Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 13	No. Serious Risk 0	No. Moderate Risk 1	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)		6	0	6
Young Toddler		4	0	4
<b>Total Under 2 ½ Years</b>		10	0	10
Older Toddler		5	0	5
Preschool		13	0	13
School Age		21	0	21
<b>Total Capacity/Enrollment</b>		39	0	49

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Infant	Infant	1 to 2	



Infant	Infant	1 to 2	
Toddler 1	Toddler 1	1 to 7	Toddlers combined
Toddler 1	Toddler 1	1 to 12	Toddlers and preschool at nap time
School Age	School Age	1 to 4	
School Age	School Age	1 to 7	
Preschool	Preschool	1 to 4	

### 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: 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, and the request for the new inspection was not made 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: 02/15/2018

#### Low Risk Non-Compliances

##### Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records



Code: The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the attendance record for a period of one year.

Finding: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number(s) [2] below:

1. No attendance record was being maintained;
2. The attendance record was not being consistently completed on each child's arrival;
3. The attendance documentation was not kept at the program for a period of one year.

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: 02/15/2018

**Domain: 02 Safe & Sanitary Environment**

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

Code: The program is required to provide a clean and healthy environment.

Finding: During the inspection, it was determined that the following unsanitary conditions were at the program: a storage bin was placed on the diaper changing surface in the toddler room. A clean and healthy environment, including furniture, materials and equipment must be provided, and the program shall be cleaned daily. 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: 04 Indoor/Outdoor Space**

Rule: 5101:2-12-11 Outdoor Space Requirements

Code: The program is required to conduct and document quarterly inspections of their outdoor play space.

Finding: During the inspection, it was determined that quarterly inspections of one or more outdoor play area(s) and equipment had not been completed and documented as required, using the JFS 01281 Child Care Playground Inspection Report form. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 02/15/2018



**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(s) [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: 02/15/2018

**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 number(s) [1, 2, 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: 02/15/2018



**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 Member(s) 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: 02/15/2018

**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 statement(s) for the employee(s) 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: 02/15/2018

**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/scheduled to be present from 6:00 AM to 6:00 PM, as required, for the following reason(s) as noted in number(s) [1] below:

1. The training taken by staff present/scheduled 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: 02/15/2018

**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/scheduled to be present from 6:00 AM to 6:00 PM, as required, for the following reason(s) as noted in number(s) [1] below:

1. The training taken by staff present/scheduled 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: 02/15/2018

**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 6:00 AM to 6:00 PM, as required, for the following reason(s) as noted in number(s) [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: 02/15/2018

**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 First Aid was not present/scheduled to be present from 6:00 AM to 6:00 PM, as required, for the following reason(s) as noted in number(s) [1] below:

1. The training taken by staff present/scheduled had expired;
2. Child Care Staff Members scheduled during this time had not taken First Aid;
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 First Aid.

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

Corrective Action Plan Due: 02/15/2018

**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(s) [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: 02/15/2018



**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(s) [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: 02/15/2018

**Domain: 09 Children's Files**

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

Code: The program is required to have a completed and updated 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 updated annually on the current prescribed form, 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: 02/15/2018

**Domain: 09 Children's Files**

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

Code: The program is required to have an updated 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 current medical statements updated every 13 months 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: 02/15/2018

**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: 02/15/2018

**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 number(s) [1, 3, 5, 10, 11, 12, 13, 16, 18, 21, 22, 24, 25, 27, 28] below, and Rule 7 Appendix C:

#### 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: 02/15/2018

**Rules In-Compliance/Not Verified**

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Meal and Snack Requirements	Compliant	
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	
Rule: 5101:2-12-14 Transportation - Driver Requirements	Compliant	Documenting Statement: The driver(s) had completed the required ODJFS driver training.
5101:2-12-24 Swimming and Water Safety Requirements	Compliant	
5101:2-12-04 Food License	Compliant	
5101:2-12-19 Child Guidance	Compliant	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-22 Fluid Milk Requirements	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-16 First Aid/Standard Precautions	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
Rule: 5101:2-12-11 Outdoor Play Fall Zones	Compliant	Documenting Statement: The center had no climbing equipment.
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
Rule: 5101:2-12-18 License Capacity	Compliant	Documenting Statement: The program was operating within license capacity limits.
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-22 Safe Food Handling/Storage	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-21 Evening and Overnight Care	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-11 Indoor Space Requirements	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-17 Materials and Equipment	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-11 Outdoor Play Equipment	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-17 Daily Outdoor Play	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-04 Building Approval	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-02 License Posted	Compliant	



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
5101:2-12-23 Infant Bottle and Food Preparation	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cots and Napping	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-23 Infant Daily Care	Compliant	Documenting Statement: Appropriate daily written records for all infants were viewed.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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.
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-20 Cribs	Compliant	Documenting Statement: All cribs were labeled with the assigned infant' s name.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Separation of Children Under 2 1/2 Years	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
Rule: 5101:2-12-10 Professional Development Requirements	Compliant	Documenting Statement: At the time of the inspection, all staff had completed the required amount of professional development training.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation - Vehicle Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	Compliant	Documenting Statement: The form(s) used by the program for routine and/or field trips were verified to meet the requirements of the rule.
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 Incident/Injury Reporting	Compliant	Documenting Statement: The JFS 01299 Incident/Injury Report For Child Care forms reviewed during this inspection were complete as required.
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	Documenting Statement: On the day of the inspection, the complete prescribed JFS 01242 Medical, Dental, and General Emergency Plan For Child Care were posted in the program as required.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Group Size	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Ratio	Compliant	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-23 Diapering and Toilet Training	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-25 Medication Administration and Food Supplements	Compliant	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.