

# **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 <a href="http://jfs.ohio.gov/CDC/childcare.stm">http://jfs.ohio.gov/CDC/childcare.stm</a>. 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 Deta	nils	
Program Name	Program Number		Program Type
KINDERCARE LEARNING CENTER - MORRIS	00000205360		Child Care Center
Address			County
7939 MORRIS ROAD HAMILTON			BUTLER
OH 45011			
Building Approval Date	Use Group/Code	Occupancy Limit	Maximum Under 2 ½
	E with I-2		
Fire Inspection Approval Date	Food Service Risk Level		
01/25/2021	Level III		

Inspection Information				
Inspection Type	Inspection So	соре	Inspection Notice	
Follow-up	Full		Unannounced	
Inspection Date 06/10/2021	Begin Time 9	:45 AM	End Time 12:00 PM	
Reviewer: BRENDA MEYER				
Summary of Findings				
No. Rules Verified	No. Rules with Non-compliances	No. Serious Risk	No. Moderate Risk	No. Low Risk
59	5	0	1	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)		13	0	13
Young Toddler		8	0	8
Total Under 2 ½ Years	47	21	0	21
Older Toddler		6	0	6
Preschool		25	0	25
School Age		20	0	20
Total Capacity/Enrollment	162	51	0	72

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Infant C/Twos/Toddlers		2 to 14	



Infant A & B	2 to 9	
Preschool/Pre-K	1 to 12	
School-age	1 to 18	

#### **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

<u>Code</u>: 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. The program is required to implement and/or follow instructions on the JFS 01236 "Child Medical/Physical Care Plan" for a child with a health condition.

<u>Finding</u>: 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 either not on file, implemented or followed, for at least one child indicated on the Children Records Review, as noted in number 1 below:

- 1. No plan was on file.
- 2. Child's name was missing.
- 3. Child's date of birth was missing.
- 4. Name of the condition was missing.
- 5. Symptoms to watch for were missing.
- 6. Action to be taken if symptoms to occur were missing.
- 7. Activities/foods/environmental conditions to avoid, if applicable, were missing.
- 8. Medical procedures to be followed were missing.



- 9. Expected benefit was missing.
- 10. Name of any applicable medication was missing.

11. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.

12. Instructions regarding emergency evacuation, if applicable, were missing.

- 13. Training instructions were missing.
- 14. Dated signature of parent or certified professional who trained the program staff was missing.
- 15. Dated signature(s) of child care staff member(s) trained to perform the procedure were missing.
- 16. Directions regarding additional services, if applicable, were missing.
- 17. Dated signature of parent giving permission to perform the procedure was missing.
- 18. Dated signature of program administrator was missing.
- 19. The plan was not implemented.
- 20. The plan was not able to be implemented due to conflicting information.
- 21. The plan was not followed.

Submit the program's corrective action plan, which includes a copy of the completed JFS 01236 "Child Medical/Physical Care Plan", to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/11/2021

## Low Risk Non-Compliances

### Domain: 05 Health & Safety

Rule: 5101:2-12-16 Emergency Drills

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

<u>Finding</u>: During the inspection, it was determined that the required drills were not completed for item number 1, 2 and 3 below:

- 1. Monthly fire drills- missing May 2021
- 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: 07/11/2021



### Domain: 08 Staff Files

Rule: 5101:2-12-08 Medical Statement

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

<u>Finding</u>: In review of the staff records, it was determined that completed medical examination statement for the employees listed on the Employee Record Chart was 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: 07/11/2021

## Domain: 08 Staff Files

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

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

<u>Finding</u>: In review of the staff records, it was determined the program did not have at least one child care staff member present/scheduled to be present during all hours of operation with currently valid documentation for the training listed in number 10 below:

1. First Aid – child care staff members scheduled during the hours of [] and [] had expired training

2. First Aid – child care staff members scheduled during the hours of [] and [] had not taken First Aid training

3. First Aid – trained child care staff member was not present in each building used by the program.

4. First Aid – child care staff member scheduled during the hours of [] and [] did not have verification of completion of First Aid

5. CPR – child care staff members scheduled during the hours of [] and [] had expired training

6. CPR – child care staff scheduled during the hours of [] and [] had not taken CPR training

7. CPR – trained child care staff member was not present in each building used by children

8. CPR – child care staff member scheduled during the hours of [] and [] did not have verification of completion of CPR

9. CPR – training taken by staff did not include all age groups the program serves

10. Communicable Disease – child care staff members scheduled during the hours of open and 9:00 AM had expired training

11. Communicable Disease – child care staff scheduled during the hours of [] and [] had not taken Communicable Disease training

12. Communicable Disease – trained child care staff member was not present in each building used by the program

13. Communicable Disease – child care staff member scheduled during the hours of [] and [] did not have verification of completion of the full Communicable Disease training

14. Child Abuse – child care staff members scheduled during the hours of [] and [] had expired training



15. Child Abuse – trained child care staff was not in each building used by the program

16. Child Abuse – child care staff scheduled during the hours of [] and [] had not taken Child Abuse training 17. Child Abuse – child care staff member scheduled during the hours of [] and [] did not have verification of completion of the full six-hour Child Abuse training

18. Child Abuse – child care staff considered to be providing coverage had only the ODJFS prescribed Child Abuse training, which does not meet this rule compliance

Refer to the Employee Record Chart for specific details. Submit the program's corrective action plan, which includes verification of complete coverage for any training listed, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/11/2021

## Domain: 09 Children's Files

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

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

<u>Finding</u>: 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 5. 13 and 14 below.

- 1. No enrollment form was completed for at least one child
- 2. The current JFS 01234 was not completed for at least one child
- 3. Complete parent information
- 4. Complete emergency contact information
- 5. Complete physician information
- 6. Information regarding the parent list
- 7. Health information
- 8. Additional information for all boxes checked "yes"
- 9. Emergency transportation information
- 10. Parent/guardian's signature
- 11. Diapering Statement
- 12. Acknowledgement of Policies and Procedures
- 13. Enrollment form for at least one child was not updated by either the parent or the administrator
- 14. Enrollment form for at least one child was not signed by the administrator
- 15. Other [ ]

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
Rule: 5101:2-12-22 Meal and Snack	Compliant	Documenting Statement: The menu was
Requirements		posted.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Fire Approval	Compliant	
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Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Management of	Compliant	
Communicable Disease		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Smoke Free	Compliant	
Environment		
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-07 Administrator	Compliant	Documenting Statement(s), if applicable
Qualifications	Compliant	inspection, the requirements of the rule
Quanneations		
		regarding administrator qualifications were discussed. Administrator
		amendment was discussed.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Child Care Staff Member	Compliant	
Educational Requirements		
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-14 Transportation -	Compliant	Documenting Statement: During the
Driver Requirements		inspection, the requirements of the rule



		regarding transportation drivers were
		discussed. The center is not currently
		using transportation or going on any field
		trips.
		tips.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Written Disaster Plan	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Food License	Compliant	
	compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Sanitary Equipment and	Compliant	
Environment		
Rule	Status	Documenting Statement(s), If applicable
		Documenting statement(s), it applicable
5101:2-12-19 Child Guidance	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Fluid Milk Requirements	Compliant	
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Rule	Status	Documenting Statement(s). If applicable
Rule	Status Compliant	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard	Compliant	Documenting Statement(s), If applicable
		Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard		
5101:2-12-16 First Aid/Standard		Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard Precautions	Compliant Status	
5101:2-12-16 First Aid/Standard Precautions Rule	Compliant	
5101:2-12-16 First Aid/Standard Precautions Rule	Compliant Status	
5101:2-12-16 First Aid/Standard Precautions Rule 5101:2-12-11 Outdoor Play Fall Zones	Compliant Status Compliant	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule	Compliant Status Compliant Status	
5101:2-12-16 First Aid/Standard Precautions Rule 5101:2-12-11 Outdoor Play Fall Zones	Compliant Status Compliant	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule	Compliant Status Compliant Status	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity	Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule	Compliant Status Compliant Status Compliant Status	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity	Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food	Compliant Status Compliant Status Compliant Status	Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule	Compliant Status Compliant Status Compliant Status	Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage	Compliant          Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule	Compliant Status Compliant Status Compliant Status Compliant Status Status Status Status	Documenting Statement(s), If applicable Documenting Statement(s), If applicable
S101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program	Compliant          Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule	Compliant Status Compliant Status Compliant Status Compliant Status Status Status Status	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
S101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program	Compliant Status Compliant Status Compliant Status Compliant Status Status Status Status	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program	Compliant Status Compliant Status Compliant Status Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
S101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program         Policies and Procedures         Rule	Compliant          Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Status         Status         Status         Status         Status         Status         Status         Status	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
S101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program         Policies and Procedures         Rule         5101:2-12-11 Indoor Space	Compliant Status Compliant Status Compliant Status Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable
S101:2-12-16 First Aid/Standard         Precautions         Rule         5101:2-12-11 Outdoor Play Fall Zones         Rule         5101:2-12-18 License Capacity         Rule         5101:2-12-22 Safe Food         Handling/Storage         Rule         5101:2-12-07 Written Program         Policies and Procedures         Rule	Compliant          Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Compliant         Status         Status         Status         Status         Status         Status         Status         Status         Status	Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable         Documenting Statement(s), If applicable



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Materials and	Compliant	
Equipment		
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	
	1	I
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	Compliant	Documenting Statement: The quarterly
Requirements		playground inspections were completed
		and documented, as required. The most
		recent inspection report form was dated 5/6/21.
		5/0/21.
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	
	compilate	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Infant Bottle and Food	Compliant	
Preparation		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	bocumenting statement(s), if applicable
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cots and Napping	Compliant	
Dulo	Status	Decumenting Statement(a) If applicable
Rule 5101:2-12-23 Infant Daily Care	Status Compliant	Documenting Statement(s), If applicable
	Compliant	
<u>1 I</u>	1	



Dula	Ctatus	Decumenting Statement(a) If any list is
Rule 5101:2-12-12 Safe Equipment	Status Compliant	Documenting Statement(s), If applicable
	<u>.                                    </u>	1
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	Compliant	
Under 2 1/2 Years		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Orientation and Staff	Compliant	
Records		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Professional	Not Verified	
Development Requirements		
	<u> </u>	1
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-14 Transportation -	Compliant	Documenting Statement: During the
Vehicle Requirements		inspection, the requirements of the rule
		regarding vehicles used for transporting
		children were discussed. The center is not
		currently using transportation or going on
		any field trips.
Rule	Status	Documenting Statement(s) If applicable
Rule 5101:2-12-14 Transportation and Field	Status Compliant	Documenting Statement(s), If applicable
Rule 5101:2-12-14 Transportation and Field Trip Procedures	Status Compliant	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field		Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field		Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures	Compliant	
5101:2-12-14 Transportation and Field Trip Procedures Rule	Compliant Status	
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury	Compliant Status	
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury	Compliant Status	
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury Reporting Rule 5101:2-12-16 Medical, Dental, and	Compliant Status Compliant	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury Reporting Rule	Compliant Status Compliant Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury Reporting Rule 5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury Reporting Rule 5101:2-12-16 Medical, Dental, and General Emergency Plan Rule	Compliant Status Compliant Status Compliant Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures Rule 5101:2-12-16 Incident/Injury Reporting Rule 5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant Status Compliant Status Compliant	Documenting Statement(s), If applicable Documenting Statement(s), If applicable



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
5101:2-12-25 Medication	Compliant	
Administration and Food Supplements	compliant	
Dula	Chathan	
Rule 5101:2-12-09 Background Check	Status Compliant	Documenting Statement(s), If applicable
Requirements	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator	Compliant	
Responsibilities/Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02.2 Transitional Pandemic	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
Rule: CCCMTL No. 25	Compliant	Documenting Statement: During the
		inspection, documents and/or
		professional development as outlined in
		Child Care Center Manual Transmittal
		Letter (CCCMTL) No. 25, "Reopening Chil
		Care Operations Following the Response
		to the Coronavirus (COVID-19)
		Pandemic", were not assessed.
		Requirements will be assessed according
		to the schedule outlined in CCCMTL No.
		25. Please ensure all requirements are
		met and maintained on file for review.