

Ohio Department of Job & Family Services



Bureau of Child Care & Development
 Center Monitoring and Technical Assistance
 6680 Poe Ave



Department of
Job and Family Services

Vandalia, OH 45414
 (937) 264-5900

COMPLIANCE INSPECTION

| | | |
|---|---------------------------------------|--|
| Name M. PATTERSON'S TENDER STEPS KIDS ACADEMY, LLC | | License Number 207699 |
| Address 1545 COMPTON RD MT. HEALTHY, OH 45231 | | County HAMILTON Phone Number (513) 521-5937 |
| Inspection Date - Time 08/24/2016 - 09:15 AM to 01:15 PM | Inspection Date - Time (Day 2) N/A | Inspection Date - Time (Day 3) N/A |
| Inspection Type Standard | Inspection Scope Full | Inspection Notice Unannounced |
| Administrator's/Designee's signature indicates acknowledgement of the report only, not necessarily agreement with the findings. | | |
|  _____ SUSAN PURVIS Date | |  _____ Kimberly Mathews 8/24/16 Date |

All licensed child care providers are required to post, at a minimum, all substantiated complaint investigation allegation findings, as well as all regular inspection findings, in a conspicuous place at the center/ type A home. For complete records of child care licensing inspections and complaint investigations, including all allegations, please contact the Child Care Help Desk at 1-877-302-2347 option 4, or the child care website at <http://jfs.ohio.gov/CDC/childcare.stm> for a public records request.

Note: All Findings/Corrections printed in **RED** are considered serious risk violations. Documenting Statements, Supplemental Information and Rationales may be included in this report; this information is provided for technical assistance, and may not be associated with any Out of Compliance items. A serious risk noncompliance finding may impact a quality-rated program's SUTQ rating.

License/Approvals

5101:2-12-07: Inspection and Investigation Rights In Compliance

5101:2-12-09: Application Denial/License Revocation Compliance Not Verified

5104.02/5104.04: License/Report Posted In Compliance

| | |
|------------------|-----------------|
| License Location | Report Location |
| Parent Board | Parent Board |

5101:2-12-03: License Capacity (E) In Compliance

| Age Group | License Capacity | Current Enrollment | | |
|----------------------|------------------|--------------------|-----------|--------|
| | Totals | Full Time | Part Time | Totals |
| Infant | | 5 | 0 | 5 |
| Younger Toddlers | | 2 | 4 | 6 |
| Under 30 Months | 12 | | | 11 |
| Older Toddlers | | 3 | 0 | 3 |
| Preschool | | 12 | 0 | 12 |
| Schoolage | | 0 | 17 | 17 |
| Totals: | 39 | 22 | 21 | 43 |
| Staff Needed: | 5 | | | |

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License/Approvals

Documenting Statements/Supplemental Information

ENROLLMENT:

Infant - 5

Toddler A/B

AM Part Time - 3 (1 < 2 1/2; 2 > 2 1/2)

PM Part Time - 3 < 2 1/2

Full Time - 3 (2 < 2 1/2; 1 PS)

Preschool - 12 (1T > 2 1/2 ; 11 PS)

School Age - 17

5101:2-12-10: Building Approval (E)

In Compliance

| |
|---------------------|
| Building Department |
| Mt. Healthy |

| Structure Name | Use Group | Approval Date | Occupancy Limit |
|----------------|-----------|---------------|-----------------|
| Entire Center | E | 08/17/2009 | 49 |

5101:2-12-11: Fire Department Approval (E)

In Compliance

| Approval Type | Approval Date |
|-------------------|---------------|
| Annual Inspection | 10/22/2015 |

5101:2-12-12: Food Service Licensure/Food Catered

In Compliance

| License/Exemption | Health Department |
|-------------------|-------------------|
| Class 2 | Hamilton County |

Documenting Statements/Supplemental Information

The food service license was observed posted. Following is the audit number and date: #NFRY9PZ2L5, 3/8/16.

Space/Program

5101:2-12-13: Indoor Floor Space

In Compliance

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Space/Program

| Room | Area |
|--------------------|-------------|
| T > 2 1/2 | 458 Sq. Ft. |
| PS Front | 146 Sq. Ft. |
| PS Middle | 101 Sq. Ft. |
| SA Back | 125 Sq. Ft. |
| SA Side Room | 107 Sq. Ft. |
| Child Restroom | 22 Sq. Ft. |
| Total Area: | Sq. Ft. |

Total Children:
(The number of children permitted is based on the total square footage.)

5101:2-12-13: Separation of Infants and Toddlers Under 2 1/2 Yrs In Compliance

| Room | Area | Children Allowed |
|-----------------|-------------|------------------|
| Infant | 280 Sq. Ft. | |
| Toddler < 2 1/2 | 164 Sq. Ft. | |

5101:2-12-14: Onsite Outdoor Play Space (*) In Compliance

| Play Space | Area | Children Allowed |
|------------|-------------|------------------|
| Back Area | 789 Sq. Ft. | |

Documenting Statements/Supplemental Information

Shade is provided by means of an awning.

The quarterly playground inspection(s) was completed and documented, as required. The most recent inspection report form was dated 8/1/16

5101:2-12-14: Outdoor Play Equipment In Compliance

5101:2-12-14: Outdoor Play Fall Surface N/A

Documenting Statements/Supplemental Information

Currently no equipment requires protective covering. Only riding, push/pull toys, balls, etc. on outdoor play area.

5101:2-12-14: Parks/Indoor Play Space N/A

5101:2-12-15.3: Smoke Free Environment In Compliance

5101:2-12-17: Swimming and Water Safety (*) N/A

5101:2-12-18: Transportation Procedural Requirements (*) **Out of Compliance**

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Space/Program

Code

This rule requires certain safety precautions be followed whenever children are transported or walked off the center's premises for either field trips or routine trips. This rule includes requirements for the vehicle driver, child restraint systems, and items to be taken on the trips, such as a first aid kit and information on the children. Written parental permission that contains specific information is required before a child may be taken off the center premises. Each child shall wear identification that includes the center's name, address, and telephone number except for routine trips to and from home or school. The rule also requires that a person trained in first aid, management of communicable disease and CPR be present at the field trip site. A person trained in first aid/management of communicable disease must be on the vehicle used for routine trips.

Findings/Corrections - Serious Risk

During the inspection, it was observed that a second adult did not accompany the preschool group of children and child-care staff member on the routine walk. To ensure the safety of children, a second adult must be present on all trips for every five infants; any combination of seven or more toddlers, preschool and school children; and every ten school children if the group includes only school children. Please submit a written statement which indicates corrective action taken for all future trips.

Compliance Response Due by: 09/23/2016

Findings/Corrections

During the inspection, it was observed that the children were not provided with any center identification, while on a routine trip. The identification must include the center's name; the center's address; a telephone number for contact in the event a child becomes lost. 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.

Compliance Response Due by: 08/24/2016

During the inspection, it was observed that a person trained in first aid and management of communicable diseases did not accompany the children on the vehicle during a routine trip to the library. A fully trained person must be present with the children for all routine trips. 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.

Compliance Response Due by: 08/24/2016

| | |
|--|---------------|
| 5101:2-12-18.2: Transportation/Driver Requirements (*) | In Compliance |
| 5101:2-12-18.1: Transportation/Vehicle Requirements (*) | In Compliance |
| 5101:2-12-23: Evening and Overnight Care (Between 7:00 PM - 6:00 AM) | N/A |

Classroom

| | |
|---|-------------------|
| 5101:2-12-15: Safe Indoor Equipment/Environment (*) | In Compliance |
| 5101:2-12-15: Sanitary Indoor Equipment/Environment | Out of Compliance |

Code

This rule requires the center to provide a sanitary environment for the children, including sanitary furniture, materials, equipment, and surroundings. A cleaning schedule outlined in Appendix A for this rule shall be followed for all equipment, furnishings and materials at the center.

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Classroom

Findings/Corrections

During the inspection, it was observed that diaper changing pad at the center were not constructed of materials to facilitate cleaning and sanitizing in that, the material had a tear. Equipment, furnishings, and furniture shall be constructed of materials to facilitate cleaning and shall be kept clean and in good repair. 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.

Compliance Response Due by: 08/24/2016

5101:2-12-15.4: Toothbrushing N/A

5101:2-12-16: Programming Environment In Compliance

5101:2-12-16: Equipment/Materials In Compliance

5101:2-12-19: Cots In Compliance

| Cots Needed | Cots Verified | Mats Verified for School Age |
|-------------|---------------|------------------------------|
| 16 | 48 | 0 |

5101:2-12-20: Staff/Child Ratios (E) In Compliance

| Ratios | Age Group | Observation | Notes |
|--------|-----------------------|-------------|-----------|
| 1 : 5 | < 12 Months | 1st | |
| 1 : 6 | 18 Months < 30 Months | 1st | Toddler A |
| 1 : 3 | 18 Months < 30 Months | 1st | Toddler B |
| 1 : 8 | 3 Years < 4 Years | 1st | 3 & 4 |

5101:2-12-20: Group Size (*) In Compliance

5101:2-12-20: Supervision (E) In Compliance

5101:2-12-21: Care/Nurturing of Children (*) In Compliance

5101:2-12-22: Child Guidance/Management (*) In Compliance

5101:2-12-34: Medical/Dental/General Emergency Plan (*) In Compliance

Staffing/Attendance

5101:2-12-20: Children Combined When No More Than 12 on Premises N/A

5101:2-12-20: Second Adult N/A

5101:2-12-20: Attendance In Compliance

5101:2-12-20: Substitutes In Compliance

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Staff Requirements

5101:2-12-24: Administrator Responsibilities/Time On-Site (E)

In Compliance

| Posted Location | Designee |
|-----------------|----------|
| Front Entry | Kimmesha |

5101:2-12-24: Administrator Qualifications (E)

Out of Compliance

| Administrator(s) | Qualifications | Rules Course Completed |
|------------------|--------------------|------------------------|
| KIMBERLY MATHEWS | College/CD Courses | Yes |
| MABEL MCLEAN | CDA | Yes |

Code

This rule outlines educational, experience, and training requirements for the person designated as the administrator of a center. Written documentation which verifies the administrator's qualification shall be kept on file at the center. All administrators are required to complete a rules review course provided by the department. A change in the position of administrator needs to be reported to the licensing office within five business days.

Findings/Corrections

It was determined during the inspection that the administrator's CDA credential had expired. A person who meets at least one of the following requirements for administrator needs to be appointed:

1. Twenty-four calendar months of experience for at least twelve hours a week as a child-care staff member and an "early childhood professional level one" designation;
2. Two years of college (60 semester/90 quarter hours) including 12 semester or 18 quarter hours in child development from an accredited college, university or technical college;
3. A written plan to secure 12 semester or 18 quarter hours in child development, within one year, from an accredited college, university or technical college, when promoted from within, having had two years of experience as a child-care staff member at that particular center.

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.

Compliance Response Due by: 08/24/2016

5101:2-12-25: Child-Care Staff Educational Requirements (E)

In Compliance

5101:2-12-25: Employee Records (*)

Out of Compliance

Code

This rule requires that the center shall secure by the first day of employment and maintain on file for review, information for each employee which includes the following:

1. A current medical examination from a licensed physician, a physician's assistant, advanced practice nurse or a certified nurse practitioner dated within twelve months prior to the first day of employment.
2. A statement signed by the employee which verifies the administrator has reviewed the licensing rules, the center's parent/employee policies and procedures and the center's medical, dental and general emergency plan;
3. Employment records which document the days and hours worked, duties, and group assignments, if applicable, for current employees as well as those who have left the center's employment within the past three years.;
4. Within ninety days of employment, all child-care staff members need to have documentation of completed orientation training.

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Staff Requirements

Findings/Corrections

During the inspection, it was observed that a complete employee statement which verified review of the licensing rules and the review and receipt of the center's policies and procedures and medical, dental, and a general emergency plan, was not on file for each employee as required. Refer to the Employee Record Chart for the names of any staff who did not have a statement on file. 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.

Compliance Response Due by: 08/24/2016

5101:2-12-26: Statement of Nonconviction and Criminal Records Checks (E)

Out of Compliance

Code

The rule requires that all employees, second adults and owners annually sign a nonconviction statement as a screening measure, which secures the employees' assurance that they have not been convicted of specific crimes that bar child-care employment or had a child removed from their care. The prescribed form lists the specific crimes on the reverse side so that staff can have full knowledge of the barred offenses prior to signing the form. The rule also requires that each employer submit requests for BCII and FBI criminal records checks to the Bureau of Criminal Identification and Investigation prior to hiring an individual. The BCII is then required every four years thereafter. Both the BCII and FBI criminal records checks are required every four years for administrators and individual owners.

Findings/Corrections - Serious Risk

Prior to employees having sole responsibility of children, the administrator must receive and approve both their BCI&I and FBI results. During the inspection, it was observed that 1 child care staff member(s) had sole responsibility for a group of children, and the criminal record checks results were not on file at the center, as required. Please send a statement to verify this procedure is in place, and submit a copy of the criminal record checks results.

Compliance Response Due by: 09/23/2016

Findings/Corrections

In review of the employees' records, it was determined that an updated Statement of Nonconviction was not on file for 1 of 8 employees, as indicated on the Employee Record Chart. By the date of hire and annually thereafter, each employee, administrator, second adult and owner must sign the prescribed form which is to be kept on file at the center and available for review by the director's representative. 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.

Compliance Response Due by: 08/24/2016

5101:2-12-27: FA/Disease Management/CPR/Child Abuse Prevention (*)

Out of Compliance

Code

This rule requires that child-care centers have at least one child-care staff member readily accessible in each building used by the center, during all hours of operation who has currently valid training in the following: First Aid, Management of Communicable Disease, Infant/Child Cardiopulmonary Resuscitation (CPR), and Child Abuse Recognition and Prevention.

Findings/Corrections

In review of the child-care staffs' records, it was determined that a child-care staff member with currently valid training in Child Abuse Prevention was not present on the premises during all center hours, as required, in that the training taken by staff (indicated on the Employee Record Chart) had expired as this training is valid for only three years. 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.

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Staff Requirements

5101:2-12-28: Inservice Training (*) In Compliance

Center Policies

5101:2-12-29: Nondiscriminatory Practices In Compliance

5101:2-12-30: Center Information/Policies/Procedures In Compliance

Documenting Statements/Supplemental Information

No changes have been made to the parent handbook since it was last approved by this department.

5101:2-12-31: Administration of Medication In Compliance

5101:2-12-33: Management of Illness In Compliance

5104.011: Unlimited Access In Compliance

Emergency Planning

5101:2-12-35: Incident/Injury Reporting In Compliance

5101:2-12-36: First Aid Supplies/Procedures (*) In Compliance

Children's Records

5101:2-12-37: Medical/Enrollment Records In Compliance

5101:2-12-38: Care Plan for Children with Health Conditions In Compliance

Handwashing and Infant/Toddler Care

5101:2-12-15.1: Handwashing and Standard Precautions (*) In Compliance

5101:2-12-15.2: Diapering and Toilet Training (*) In Compliance

5101:2-12-40: Infant Daily Program (*) In Compliance

| |
|--------------|
| Daily Record |
| Yes |

5101:2-12-40: Infant Care Giver In Compliance

5101:2-12-41: Infant Food/Formula In Compliance

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Handwashing and Infant/Toddler Care

Documenting Statements/Supplemental Information

All bottles were labeled as required.

All bottles were warmed in accordance with the rules in a: crock pot.

5101:2-12-42: Cribs (*)

In Compliance

| Porta-cribs | Full-sized Cribs |
|-------------|------------------|
| 5 | 0 |

Documenting Statements/Supplemental Information

All cribs purchased or obtained after June 28, 2011 shall meet the United States consumer product safety commission (CPSC) safety standards, and all other cribs currently being used shall be replaced by December 28, 2012.

5 White Angeles porta cribs. Dated 6/2012

Food/Nutrition

5101:2-12-39: Intervals of Meals/Snacks

In Compliance

5101:2-12-39: Requirements for Meals/Snacks

In Compliance

Documenting Statements/Supplemental Information

Meals served at the center included foods from the four food groups in sufficient amounts.

5101:2-12-39: Menus

In Compliance

5101:2-12-39: Requirements for Food Provided by Parents

N/A

5101:2-12-39: Food Safety and Sanitation

In Compliance

5101:2-12-39: Infant Formula and Toddler Milk

In Compliance