



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 M. PATTERSON'S TENDER STEPS KIDS ACADEMY, LLC	Program Number 000000207699	Program Type Child Care Center	
Address 1545 COMPTON RD MT. HEALTHY OH 45231		County HAMILTON	
Building Approval Date 08/17/2009	Use Group/Code E	Occupancy Limit 49	Maximum Under 2 ½
Fire Inspection Approval Date 11/14/2017	Food Service Risk Level Level II		

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 03/19/2018	Begin Time 9:00 AM	End Time 12:00 PM
Reviewer: SUSAN PURVIS		

Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 7	No. Serious Risk 0	No. Moderate Risk 1	No. Low Risk 10

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)		3	0	3
Young Toddler		2	0	2
Total Under 2 ½ Years		5	0	5
Older Toddler		1	0	1
Preschool		9	0	9
School Age		0	7	7
Total Capacity/Enrollment		10	7	22

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Infant/Toddler	Infant/Toddler	2 to 7	Infant - Preschool



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 documentation from ODJFS, indicating the individual is eligible to be employed in child care, on file before allowing the staff to have sole responsibility of children.

Finding: During the inspection, it was determined that Child Care Staff Member(s) had sole responsibility of children in all group(s) and the JFS 01176 "Program Notification of Background Check Review for Child Care" was not on file as required. Submit the program's corrective action plan, which includes a copy of the JFS 01176 or a statement that the Child Care Staff Member(s) no longer have sole responsibility of children, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/18/2018

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;
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: 04/18/2018

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: 04/18/2018

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 before they are permitted to have sole responsibility of children.

Finding: During the inspection, it was determined that Child Care Staff Member(s) listed on the Employee Record Chart had sole responsibility of children and had not completed the online orientation, as required by this rule. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/18/2018



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) 1 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: 04/18/2018

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: 04/18/2018



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) 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: 04/18/2018

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 5:30 to 6:00 pm, as required, for the following reason(s) as noted in number(s) [] 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: 04/18/2018



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 5:30 to 6:00 pm, as required, for the following reason(s) as noted in number(s) [] 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: 04/18/2018

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 initialed by the parent or administrator to indicate the form had been reviewed and updated annually, 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: 5101:2-12-16 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: 04/18/2018

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	
5101:2-12-04 Fire Approval	Compliant	
5101:2-12-16 Management of Communicable Disease	Compliant	
5101:2-12-13 Smoke Free Environment	Compliant	
5101:2-12-07 Administrator Qualifications	Compliant	
5101:2-12-08 Child Care Staff Member Educational Requirements	Compliant	
5101:2-12-08 Medical Statement	Compliant	
5101:2-12-04 Food License	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Sanitary Equipment and Environment	Compliant	
5101:2-12-19 Child Guidance	Compliant	
5101:2-12-22 Fluid Milk Requirements	Compliant	
5101:2-12-16 First Aid/Standard Precautions	Compliant	
5101:2-12-18 License Capacity	Compliant	
5101:2-12-22 Safe Food Handling/Storage	Compliant	
5101:2-12-07 Written Program Policies and Procedures	Compliant	
5101:2-12-11 Indoor Space Requirements	Compliant	
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	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Space Requirements	Compliant	
5101:2-12-19 Supervision	Compliant	
5101:2-12-02 Current Information	Compliant	
5101:2-12-23 Infant Bottle and Food Preparation	Compliant	
5101:2-12-17 Daily Schedule	Compliant	
5101:2-12-20 Cots and Napping	Compliant	
5101:2-12-23 Infant Daily Care	Compliant	
5101:2-12-12 Safe Equipment	Compliant	
5101:2-12-15 Medical/Physical Care Plans	Compliant	
5101:2-12-20 Cribs	Compliant	
5101:2-12-03 Inspection Requirements	Compliant	
5101:2-12-07 Administrator Responsibilities/Requirements	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Professional Development Requirements	Compliant	
5101:2-12-12 Safe Environment	Compliant	
5101:2-12-14 Transportation and Field Trip Procedures	Compliant	
5101:2-12-16 Incident/Injury Reporting	Compliant	
5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	
5101:2-12-18 Group Size	Compliant	
5101:2-12-18 Ratio	Compliant	
5101:2-12-23 Diapering and Toilet Training	Compliant	
5101:2-12-25 Medication Administration and Food Supplements	Compliant	