



## 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<br>TUTOR TIME CHILD CARE/LEARNING CENTER    | Program Number<br>00000307018        | Program Type<br>Child Care Center |                         |
| Address<br>19880 WEST 130TH STREET STRONGSVILLE OH 44136 |                                      | County<br>CUYAHOGA                |                         |
| Building Approval Date<br>10/21/2001                     | Use Group/Code<br>E                  | Occupancy Limit<br>175            | Maximum Under 2 ½<br>33 |
| Fire Inspection Approval Date<br>09/23/2022              | Food Service Risk Level<br>Level III |                                   |                         |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>12/12/2022 | Begin Time 9:45 AM       | End Time 1:45 PM                 |
| Reviewer:<br>Erica Adams      |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>6 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>9 |

| 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)                                 |                  | 12         | 0         | 12    |
| Young Toddler   |                  | 17         | 0         | 17    |
| <b>Total Under 2 ½ Years</b>                              | 33               | 29         | 0         | 29    |
| Older Toddler   |                  | 0          | 0         | 0     |
| Preschool   |                  | 36         | 0         | 36    |
| School Age  |                  | 10         | 0         | 10    |
| <b>Total Capacity/Enrollment</b>                          | 175              | 46         | 0         | 75    |

| Staff-Child Ratios at the Time of Inspection |                 |                |         |
|--|-----------------|----------------|---------|
| Group  | Age Group/Range | Ratio Observed | Comment |



|           |                          |         |  |
|-----------|--------------------------|---------|--|
| Infant 1  | 0 to < 12 months         | 2 to 5  | Programming                                    |
| Infant 1  | 0 to < 12 months         | 2 to 6  | Programming                                    |
| Infant 2  | 0 to < 12 months         | 1 to 4  | Programming                                    |
| Infant 2  | 0 to < 12 months         | 1 to 3  | Programming                                    |
| Toddler 1 | 18 months to < 30 months | 2 to 8  | Programming                                    |
| Toddler 1 | 18 months to < 30 months | 1 to 7  | Programming                                    |
| Toddler 2 | 18 months to < 30 months | 1 to 7  | Programming                                    |
| Toddler 2 | 18 months to < 30 months | 1 to 7  | Lunch  |
| Preschool | 3 years to < 4 years     | 3 to 24 | Special Occasion - PS, PreK, and Jr K combined |
| Preschool | 3 years to < 4 years     | 1 to 7  | Lunch  |
| PreK      | 4 years to < 5 years     | 1 to 7  | Programming                                    |
| Jr K      | 4 years to < 5 years     | 1 to 10 | Lunch  |

### Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.

### Serious Risk Non-Compliances

**No Serious Risk Non-Compliances were observed during this inspection**

### Moderate Risk Non-Compliances

**Domain: 05 Health & Safety**

Rule: 5101:2-12-22 Meal and Snack Requirements

Code: Meals and snacks provided or served by the program must include all required food groups and meet the recommended daily dietary allowances as specified by the USDA.

Finding: During the inspection, it was determined that a meal or snack at the program did not meet the requirements as noted in number 6 below:



1. The breakfast served did not include foods from three of the four good groups.
2. Snack served did not include foods from two of the four food groups.
3. The meal did not provide 1/3 of the recommended daily dietary allowances as specified by the USDA.
4. Juice used to meet the fruit or snack component was not 100% undiluted fruit or vegetable juice.
5. The meal served did not include an item from the meat or meat alternative group.
6. The meal served did not include an item from the bread or grain group.
7. The meal served did not include two items from the fruit/vegetable group.
8. The meal served did not include a vegetable (two fruits were served).
9. The meal served did not include a serving of fluid milk.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

### Low Risk Non-Compliances

#### Domain: 05 Health & Safety

Rule: 5101:2-12-22 Meal and Snack Requirements

Code: The program is required to post the current weekly menu in a noticeable location that is accessible to parents and note any substitutions at the time of the change.

Finding: During the inspection, it was determined that the program's weekly menu did not meet the requirement as noted in number 6 below.

1. The menu was not posted.
2. The posted menu was not in a visible place readily accessible to parents.
3. The menu was not currently dated.
4. The entire menu was substituted.
5. At least one item on menu did not match what was served.
6. The meal or snack served did not match the posted menu.

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: 08 Staff Files**

**Rule:** 5101:2-12-08 Orientation Training & Whistle Blower Protection

**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.
3. Completion of the training was not verified in the OPR.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-10 Professional Development Requirements

**Code:** The program is required to ensure child care staff members, including substitutes used more than ninety days annually, obtain at least 6 hours of professional development each state fiscal year.

**Finding:** In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement as noted in number 1 below:

1. The child care staff member(s) had not completed at least six hours of professional development.
2. Documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule.
3. Training topic did not meet the requirements listed in appendix A of this rule.
4. Documentation of training did not meet the requirements of this rule.
5. The substitute(s) had been used more than ninety days annually between July first and June thirtieth and had not completed at least six hours of professional development
6. Other [ ].

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023



**Domain: 08 Staff Files**

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

Code: The program is required to have all child care staff members complete training in child abuse and neglect recognition and prevention within sixty days of hire. Staff must complete training in first aid and CPR within the first ninety days of hire.

Finding: In review of the staff records, it was determined that at least one child care staff member had not completed required health and safety training as noted in number(s) 2 and 6 below:

1. Child abuse and neglect recognition and prevention training was not completed within sixty days of hire.
2. First aid training was not completed within ninety days of hire.
3. Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire.
4. The child abuse and neglect recognition and prevention training was expired.
5. The first aid training was expired.
6. The CPR training was expired.

Refer to the Employee Record Chart for the name(s) of the child care staff member(s) who must complete the required health and safety training(s). Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration

Code: The program is required to removed all medication, medical foods and topical products that are no longer being administered or have expired.

Finding: During the inspection, it was determined that medication, medical foods and/or topical products had not been removed from the program and were no longer needed or had expired. 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: 5101:2-12-25 Medication Administration

Code: The program is required to have medication, medical foods and topical products labeled with the child's name.

Finding: During the inspection, it was determined that a medication, medical food or topical product was at the program which had not been labeled with the child's name. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration

Code: The program staff is required to obtain signed written permission prior to administering topical products and lotions other than hand sanitizer to be used by children older than twenty-four months and lip balm.

Finding: During the inspection, it was determined the program did not obtain signed written permission from the parent prior to administering topical products and lotions, other than hand sanitizer to be used by children older than twenty-four months and lip balm. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

**Domain: 09 Children's Files**

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

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

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 number 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 child information
4. Complete parent information



5. Complete emergency contact information
6. Complete physician information
7. Information regarding the parent list
8. Health information
9. Additional information for all boxes checked "yes"
10. Emergency transportation information
11. Parent/guardian's signature
12. Diapering Statement
13. Acknowledgement of Policies and Procedures
14. Enrollment form for at least one child was not updated by either the parent or the administrator
15. Enrollment form for at least one child was not signed by the administrator
16. 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.

**Domain: 09 Children's Files**

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

Code: The program is required to have a completed medical 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 JFS Children's Record Review For Child Care as indicated in number 2 below:

1. No medical was on file for at least one child
2. Medical(s) on file was not updated every 13 months
3. Medical(s) were missing child's name and date of birth
4. Medical(s) were missing the date of the medical examination
5. The date of the exam was more than 13 months prior to the date the form was signed.
6. Medical(s) were missing a statement that the child has been examined and is in suitable condition for participation in group care
7. Medical(s) were missing the signature, business address and telephone number of the physician, physician's assistant(PA), advance practice nurse (APN) or certified nurse practitioner (CNP) who examined the child
8. Medical(s) were missing a record of immunizations the child has had specifying month, day and year
9. Medical(s) were missing a statement from the physician, PA, APN, or CNP that the child has been immunized or is in the process of being immunized against the diseases required by division 5104.014 of the Revised Code and found in appendix A to this rule
10. Medical(s) were missing a statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions



11. Other [ ]

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/11/2023

**Rules In-Compliance/Not Verified**

| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5101:2-12-02 License Posted                  | Compliant |   |
| 5101:2-12-02 Current Information             | Compliant |   |
| 5101:2-12-03 Inspection Requirements         | Compliant |   |
| 5101:2-12-04 Building Department Inspection  | Compliant |   |
| Rule: 5101:2-12-04 Fire Inspection           | Compliant | Documenting Statement: Please Note: Documentation of a fire inspection without any uncorrected violations must be secured for the program. Secure a new fire inspection by 9/23/23. |
| Rule: 5101:2-12-04 Food Service Requirements | Compliant | Documenting Statement: The food service license was observed posted. Following is   |





|   |           | the audit number and date of expiration: MJAE-CBRP3D and 3/1/23.   |
|---|-----------|--|
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-05 Denial, Revocation and Suspension                | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-07 Written Program Policies and Procedures    | Compliant | Documenting Statement: The written policies and procedures reviewed on the day of the inspection were verified as complete.                |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-08 Medical Statement                                | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-09 Background Check Requirements              | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Indoor Space Requirements                        | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Separation of Children Under 2 1/2 Years         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
|   |           |  |



|  |               |   |
|--|---------------|---|
| Rule: 5101:2-12-11 Outdoor Space Requirements            | Compliant     | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 12/1/22. |
| <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>  |
| 5101:2-12-11 Outdoor Play Fall Zones                     | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-12 Safe Equipment                              | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-12 Safe Environment                            | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-13 Sanitary Equipment and Environment          | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-13 Handwashing Requirements                    | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-13 Smoke Free Environment                      | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-14 Transportation and Field Trip Procedures    | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-14 Transportation - Driver Requirements        | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements | Compliant     | Documenting Statement: An annual safety check of the vehicle(s), VIN ending 4832 and VIN ending 8868, using the JFS 01230 "Vehicle Inspection Report For          |



|  |           | Child Care Centers" form, were verified and dated 10/31/22 and 11/1/22.  |
|--|-----------|--|
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-15 Medical/Physical Care Plans           | Compliant | Documenting Statement: The program had current information on the medical status and the required treatment plan for the children with health conditions.        |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 Emergency Drills                            | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 First Aid/Standard Precautions              | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-16 Management of Communicable Disease    | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" and Manual Procedure Letter No. 159 was posted and was readily available to staff and parents. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 Incident/Injury Reporting                   | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 Written Disaster Plan                       | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-17 Daily Schedule                              | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-17 Materials and Equipment                     | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-17 Daily Outdoor Play                          | Compliant |  |



| Rule                                    | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-18 License Capacity           | Compliant |  |
| Rule: 5101:2-12-18 Ratio                | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance. |
| 5101:2-12-18 Group Size                 | Compliant |  |
| 5101:2-12-18 Attendance Records         | Compliant |  |
| 5101:2-12-19 Supervision                | Compliant |  |
| 5101:2-12-19 Child Guidance             | Compliant |  |
| 5101:2-12-20 Cots and Napping           | Compliant |  |
| 5101:2-12-20 Cribs                      | Compliant |  |
| 5101:2-12-22 Fluid Milk Requirements    | Compliant |  |
| 5101:2-12-22 Safe Food Handling/Storage | Compliant |  |
| 5101:2-12-23 Infant Daily Care          | Compliant |  |
| Rule                                    | Status    | Documenting Statement(s), If applicable  |



|   |               |  |
|---|---------------|--|
| 5101:2-12-23 Infant Bottle and Food Preparation     | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-23 Diapering and Toilet Training          | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-24 Swimming and Water Safety Requirements | Compliant     |  |