



Program Details

Program Type: Child Care Center	Program Name: LITTLE STEPS EARLY LEARNING CENTER	Program Number: 000000400153
Address: 3897 RIGHTEOUS RIDGE RD. WATERFORD OH 45786		County: WASHINGTON

Inspection Information

Inspection Type: Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Reviewer: HEATHER WARES	Visit Date: 07/13/2017	Begin Time: 8:35 AM
		End Time: 12:40 PM

All licensed child care programs are inspected at least once each year. All documented non-compliances are grouped as Serious, Moderate and Low risk violations. Documenting statements and supplemental information may be included in this report. This information is provided for technical assistance, and may not be associated with any Out of Compliance items.

Licensing inspection reports from the previous two years can be found on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. Complaint investigations that resulted in additional non-compliance findings are also available on the website, however allegations that were unable to be substantiated are not included. 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 for a public records request.

Summary of Findings

Number of Rules Verified: 59	Number of Rules with Non-Compliances: 4	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 3

Summary of Non-Compliances

Program Fully Compliant? No
Serious Risk Non-Compliances
No Serious Risk Non-Compliances were observed during this inspection
Moderate Risk Non-Compliances



Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Ratio

Code: The program is required to maintain the appropriate staff to child ratio for each group served.

Findings: During the inspection, a ratio of 1 Child Care Staff Member(s) for 8 children was determined to have occurred for the mixed age group when the situation in number(s) 1 below occurred:

1. A Child Care Staff Member stepped out of the room;
2. A Child Care Staff Member had not arrived at work on time;
3. Children were present who were not scheduled to be there;
4. A Child Care Staff Member was unable to work;
5. A child was injured in that group;
6. A child arrived in the group before a second staff member was scheduled to arrive with the group;
7. Two groups were combined, and the program did not follow the ratio for the youngest child in the group;
8. A child was transitioning to the next older age group, and the program did not follow the ratio for the youngest child in the group;
9. Other [].

Additional Child Care Staff Members must be hired or current Child Care Staff Members must be rescheduled to maintain compliance. Provide staff training. 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: 08/12/2017

Low Risk Non-Compliances

Domain: 04 Indoor/Outdoor Space

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

Code: The program is required to have an outdoor play space free from general hazards.

Findings: During the inspection, it was determined that the following hazardous conditions existed in the outdoor play area, as noted in number(s) 11 below:

1. There was broken glass;
2. There were tall weeds;
3. There was poison ivy;



4. There were protruding bolts;
5. There were tree branches;
6. There was mold visible;
7. The sandbox was contaminated;
8. There were thistles with pricklers;
9. There were bird droppings;
10. There were bolts with more than two threads exposed along a fence line or gate on a playground;
11. Other ground liner created a tripping hazard, broken siding on building had sharp edges.

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

Corrective Action Plan Due: 08/12/2017

Domain: 07 Diapering & Infant Care

Rule: 5101:2-12-20 Cribs

Code: The program is required to label all cribs.

Findings: During the inspection, it was determined that not all crib(s) were not labeled with the child's name, as required by this rule. 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: 5101:2-12-07 Written Program Policies and Procedures

Code: The program's policies and procedures are required to include all topics outlined in rule.

Findings: 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) 10, 27, 28 below:

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. Location of onsite space for mothers to breastfeed and/or pump breast milk.

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;

29. Information on the Early and Periodic Screening, Diagnosis and Treatment program under the Medicaid program carried out under Title XIX of Social Security Act (42 U.S.C. 1396 et seq.);

30. Information on the developmental screening services available under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

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: 08/12/2017

Rules in Compliance/Not Verified

Rule: 5101:2-12-22 Meal and Snack Requirements *Compliant*
Documenting Statement: The food served at meal time to the [infants; toddlers] was developmentally appropriate and did not pose a choking hazard.

Rule: 5101:2-12-07 Administrator Responsibilities/Requirements *Compliant*

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: 5101:2-12-13 Handwashing Requirements *Compliant*
Documenting Statement: Staff and children were observed washing hands as required by the rule.

Rule: 5101:2-12-04 Fire Approval *Compliant*

Rule: 5101:2-12-22 Meals and Snacks *Compliant*

Rule: 5101:2-12-16 Management of Communicable Disease *Compliant*

Rule: 5101:2-12-13 Smoke Free Environment *Compliant*

Rule: 5101:2-12-07 Administrator Qualifications *Compliant*

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



Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation.

Rule: 5101:2-12-25 Medication Administration and Food Supplements *Compliant*

Documenting Statement: The program had complete written documentation for administering medication or food supplements.

Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements *Compliant*

Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.

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: 5101:2-12-08 Medical Statement *Compliant*

Documenting Statement: All employees had current medical statements on file.

Rule: 5101:2-12-16 Written Disaster Plan *Compliant*

Documenting Statement: The program's written disaster plan was reviewed during the inspection and met the requirements.

Rule: 5101:2-12-03 Inspection Requirements *Compliant*

Rule: 5101:2-12-04 Food License *Compliant*

Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: SHAS-AK2QPR 3/1/18.

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

Documenting Statement: During the inspection, the equipment was observed clean and in good repair.

Rule: 5101:2-12-19 Child Guidance *Compliant*

Rule: 5101:2-12-22 Fluid Milk Requirements *Compliant*

Rule: 5101:2-12-08 Orientation and Staff Records *Compliant*

Documenting Statement: Employment records for current as well as past employees were being maintained on file as required.

Rule: 5101:2-12-16 First Aid/Standard Precautions *Compliant*

Documenting Statement: During the inspection, 1 first aid kits were reviewed and available as required.

Rule: 5101:2-12-09 Statement of Nonconviction and Criminal Records Check *Compliant*

Documenting Statement: During the inspection, the required criminal records check results were on file for all



employees listed.

Rule: 5101:2-12-11 Outdoor Play Fall Zones *Compliant*

Documenting Statement: The protective material used under outdoor equipment was pea gravel.

Rule: 5101:2-12-18 License Capacity *Compliant*

Rule: 5101:2-12-22 Safe Food Handling/Storage *Compliant*

Documenting Statement: Food was stored in a safe and sanitary manner.

Rule: 5101:2-12-11 Indoor Space Requirements *Compliant*

Rule: 5101:2-12-16 Emergency Drills *Compliant*

Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills were verified during this inspection.

Rule: 5101:2-12-12 Safe Environment *Compliant*

Rule: 5101:2-12-17 Materials and Equipment *Compliant*

Rule: 5101:2-12-11 Outdoor Play Equipment *Compliant*

Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.

Rule: 5101:2-12-17 Daily Outdoor Play *Compliant*

Rule: 5101:2-12-04 Building Approval *Compliant*

Rule: 5101:2-12-02 License Posted *Compliant*

Rule: 5101:2-12-19 Supervision *Compliant*

Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.

Rule: 5101:2-12-02 Current Information *Compliant*

Rule: 5101:2-12-23 Infant Bottle and Food Preparation *Compliant*

Rule: 5101:2-12-17 Daily Schedule *Compliant*



Documenting Statement: During the inspection, developmentally-appropriate practices were observed in the classroom(s).

Rule: 5101:2-12-20 Cots and Napping *Compliant*
Documenting Statement: Cots were placed appropriately and safely during nap time.

Rule: 5101:2-12-23 Infant Daily Care *Compliant*

Rule: 5101:2-12-18 Group Size *Compliant*

Rule: 5101:2-12-15 Child Medical and Enrollment Records *Compliant*
Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the records were complete, as required by the rule.

Rule: 5101:2-12-18 Attendance Records *Compliant*
Documenting Statement: During the inspection, attendance records were reviewed. Child Care Staff Members were viewed recording the attendance for each child upon arrival and departure. All attendance records met the requirements of the rule and were kept with the group at all times.

Rule: 5101:2-12-23 Diapering and Toilet Training *Compliant*
Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the infant/toddler room(s).

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: 5101:2-12-12 Safe Equipment *Compliant*
Documenting Statement: Equipment was observed to be in good condition.

Rule: 5101:2-12-07 Administrator Responsibilities/Requirements B *Compliant*

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: 5101:2-12-11 Separation of Children Under 2 1/2 Years *Compliant*

Supplemental Information

Building Approval



Building Department:	Use Group/Building Code:	Maximum Occupancy Limit:
Structure/Name Description:	Approval Date:	Maximum Occupancy Under 2 ½:

Fire Approval

Approval Type:	Inspection Date:
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Food Service

License/Exemption:	Health Department:
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Indoor Space Log

Room/Space	Area	Children Allowed
Infant	440	12
Toddler	675	19
Preschool	689	19
Gross Motor	810	23
Total	2,614	73

Indoor Space Log for Groups with Children under 2 ½

Room/Space	Area	Children Allowed
Infant	440	12
Toddler	675	19
Preschool	689	19
Gross Motor	810	23
Total	2,614	73

Outdoor Space Log

Room/Space	Area	Children Allowed
Playground	1,890	31
Total	1,890	31



Ratios (Number of Staff to Children)

Group	Age Group/Range	Ratio	Comment
Preschool/Schoolage	18 months to < 30 months	1 to 8	At arrival-staff member stepped out of room to answer the door
Preschool/Schoolage	3 years to < 4 years	1 to 7	
Preschool/Schoolage	3 years to < 4 years	2 to 9	
Infant/Toddler	0 to < 12 months	1 to 1	At arrival
Infant/Toddler	0 to < 12 months	1 to 2	
Infant/Toddler	0 to < 12 months	1 to 3	

License Capacity and Enrollment

Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 months)		0	0	0
Young Toddler (18 months to < 30 months)		8	0	8
Total Under 2 ½	8			
Older Toddlers (30 months to < 3 years)		5	0	5
Preschool (3 years to Kindergarten)		20	0	20
School Age (Kindergarten to 15 years)		11	0	11
Total Enrollment	44			

Technical Assistance