



## 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 ZENITH LEARNING CENTER	Program Number 000000400244	Program Type Child Care Center	
Address 4600 HEATON ROAD COLUMBUS OH 43229		County FRANKLIN	
Building Approval Date 10/13/2012	Use Group/Code E	Occupancy Limit 93	Maximum Under 2 ½ 93
Fire Inspection Approval Date 06/19/2017	Food Service Risk Level Level III		

Inspection Information		
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 05/18/2018	Begin Time 9:30 AM	End Time 1:49 PM
Reviewer: TONYA COZART		

Summary of Findings				
No. Rules Verified 50	No. Rules with Non-compliances 10	No. Serious Risk 0	No. Moderate Risk 0	No. Low Risk 12

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)		8	0	8
Young Toddler		7	0	7
<b>Total Under 2 ½ Years</b>		15	0	15
Older Toddler		1	0	1
Preschool		10	0	10
School Age		4	17	21
<b>Total Capacity/Enrollment</b>		15	17	47

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Infant	30 months to < 36 months	1 to 2	infant classroom-



			arrival-mixed group-toddler and preschooler classroom
Infant	0 to < 12 months	2 to 6	classroom
Toddler	18 months to < 30 months	2 to 4	classroom-lunchtime
Preschool	3 years to < 4 years	2 to 4	preschool classroom
Preschool	3 years to < 4 years	2 to 9	classroom-lunchtime

### 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

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

#### Low Risk Non-Compliances



**Domain: 02 Safe & Sanitary Environment**

**Rule:** 5101:2-12-12 Safe Equipment

**Code:** The program is required to provide equipment that is safe and hazard free.

**Finding:** During the inspection, equipment was determined to be unsafe or hazardous to children and in need of repair as noted in the following number 7 below:

1. The equipment had sharp points or corners;
2. The equipment had splinters;
3. The equipment had protruding nails;
4. The equipment had loose or rusty parts;
5. The equipment had paint which contains lead or other poisonous materials;
6. The equipment had hazardous features;
7. Other [ peeling paint on a toddler toy shelf].

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

Corrective Action Plan Due: 06/20/2018

**Domain: 02 Safe & Sanitary Environment**

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

**Code:** The program is required to provide a clean and healthy environment.

**Finding:** During the inspection, it was determined that the following unsanitary conditions were at the program: Carpet in the infant and preschool areas were stained and appeared dirty. A clean and healthy environment, including furniture, materials and equipment must be provided, and the program shall be cleaned daily. 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: 03 Postings & Equipment**

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

**Code:** The program is required to have the daily program schedule posted in all required areas.

**Finding:** During the inspection, it was determined that a copy of the daily program schedule was not posted in the infant area 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: 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 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: 06/20/2018

**Domain: 07 Diapering & Infant Care**

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

**Code:** The program staff is required to label bottles containing formula or breast milk.

**Finding:** During the inspection, it was determined that bottles containing formula for a particular infant were not labeled with the child's name and date of preparation. 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:** 5101:2-12-10 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 7:00 am to 9:00 am, as required, for the following reason(s) as noted in number 1 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: 06/20/2018

**Domain: 08 Staff Files**

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

**Code:** The program staff is required to have refugee documentation on file at the program.

**Finding:** In review of the staff records, it was determined that the child care staff member(s) listed on the JFS 01306 "Employee Record Chart" did not have complete documentation of file verifying a copy of his or her high school diploma could not be obtained due to entering the United States as a refugee. The documentation on file did not include the required information listed in number 1 below: 1. Documentation from the federal government that the person was admitted to the United States of America as a refugee. 2. A notarized statement that the person received a high school diploma (or equivalent) in his or her home country prior to being admitted to the United States as a refugee. The rule requires both pieces of information to be on file. Submit the program's corrective action plan, which includes a copy of the required information noted above, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/20/2018

**Domain: 09 Children's Files**

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

**Code:** The program is required to have a completed 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 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 7 below:

1. Complete parent information;
2. Complete emergency contact information;
3. Complete physician information;
4. Information regarding the parent list;
5. Health information;
6. Additional information for all boxes checked "yes";
7. Emergency transportation information;
8. Parent/guardian's signature;
9. Diapering Statement;
10. Acknowledgement of Policies and Procedures.

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 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 the current JFS 01234 "Child Enrollment and Health Information For Child Care" was not being used, as required, to secure health, enrollment and emergency information on children. 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 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 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 completed.

Finding: During the inspection, it was determined the program's written disaster plan provided to all child care staff and employees was missing incomplete and missing the information below:

Procedures:

1. Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes;
2. Emergency outdoor and indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism;
3. Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats;
4. Outbreaks, epidemics or other infectious disease emergencies;
5. Loss of power, water, or heat;
6. Other threatening situations that may pose a health or safety hazard to the children in the program.

Details:

7. Shelter in place or evacuation, how the program will care for and account for the children until they can be reunited with the parent;
8. Assisting infants and children with special needs and/or health conditions;
9. Emergency contact information for parents and the program;
10. Procedures for notifying and communicating with parents regarding the location of the children if evacuated;
11. Procedures for communicating with parents during loss of communications, no phone or internet service available;
12. The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place;
13. What to do if a disaster occurs during the transport of children or when on a field trip or routine trip;
14. Training of staff or reassignment of staff duties as appropriate;
15. Updating the plan on a yearly basis;
16. Contact with local emergency management officials.

Add the missing information to the disaster plan. Submit the program's corrective action plan, which includes the missing information, to the Department to verify compliance with the requirements of this rule.



Corrective Action Plan Due: 06/20/2018

**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.

**Finding:** During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing item number 1, 5, 6, 10, 12, 13, 14, 19, 20, 21, 22, 24, 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. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

**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.

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: 06/20/2018

**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	
Rule: 5101:2-12-04 Fire Approval	Compliant	Documenting Statement: Please Note: An annual fire inspection approval must be secured for the program. Secure a new approval by June 19, 2018.
5101:2-12-16 Management of Communicable Disease	Compliant	
5101:2-12-13 Smoke Free Environment	Compliant	
5101:2-12-07 Administrator Qualifications	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Medical Statement	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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: Audit No.9866647, expires March 1, 2019.
Rule: 5101:2-12-04 Food License	Compliant	Documenting Statement: The caterer's food service license information was observed during the inspection. Following is the audit number and date of expiration: 9866646, expires March 1, 2019.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-19 Child Guidance	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Fluid Milk Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 First Aid/Standard Precautions	Compliant	Documenting Statement: During the inspection, one first aid kit was reviewed and available as required.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 License Capacity	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Safe Food Handling/Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-17 Materials and Equipment	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
Rule: 5101:2-12-11 Outdoor Play Equipment	Not Verified	Documenting Statement: The outdoor play space and equipment were not viewed during this inspection due to rain; however, the requirements were discussed.
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-17 Daily Outdoor Play	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-04 Building Approval	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-02 License Posted	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
Rule: 5101:2-12-11 Outdoor Space Requirements	Not Verified	Documenting Statement: Outdoor play was not observed due to weather conditions however, the quarterly playground inspections were discussed and documentation was on file, as required.
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-19 Supervision	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-02 Current Information	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-20 Cots and Napping	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5101:2-12-23 Infant Daily Care	Compliant	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
Rule: 5101:2-12-15 Medical/Physical	Compliant	Documenting Statement: At the time of



Care Plans		the inspection, there were no children currently enrolled who had health conditions.
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 Under 2 1/2 Years	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator Responsibilities/Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Orientation and Staff Records	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Professional Development Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-16 Incident/Injury Reporting	Compliant	Documenting Statement: The requirements for completing JFS 01299 "Incident/Injury Report For Child Care" reports were discussed during the inspection.
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
5101:2-12-18 Attendance Records	Compliant	
5101:2-12-18 Group Size	Compliant	
5101:2-12-18 Ratio	Compliant	
5101:2-12-23 Diapering and Toilet Training	Compliant	
Rule: 5101:2-12-25 Medication Administration and Food Supplements	Compliant	Documenting Statement: There were no children on medication at the time of the inspection; however, the method of storage and practices for the administration were reviewed.
5101:2-12-09 Background Check Requirements	Compliant	