



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 SUNSHINE CHILDCARE & LEARNING CENTER	Program Number 000000400245	Program Type Child Care Center	
Address 4238 WESTVIEW PLAZA COLUMBUS OH 43228		County FRANKLIN	
Building Approval Date 12/07/2016	Use Group/Code E	Occupancy Limit	Maximum Under 2 ½
Fire Inspection Approval Date 12/07/2016	Food Service Risk Level Level III		

Inspection Information		
Inspection Type Follow-up	Inspection Scope Full	Inspection Notice Unannounced
Inspection Date 06/07/2019	Begin Time 11:30 AM	End Time 2:31 PM
Reviewer: TEANNA McCall		

Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 11	No. Serious Risk 0	No. Moderate Risk 4	No. Low Risk 14

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)		6	20	26
Young Toddler		18	0	18
Total Under 2 ½ Years	26	24	20	44
Older Toddler		5	0	5
Preschool		37	0	37
School Age		10	0	10
Total Capacity/Enrollment	58	52	0	96

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Infant	0 to < 12 months	2 to 6	



Infant	0 to < 12 months	1 to 6	Staff Member stepped out of infant area.
Toddler 2	18 months to < 30 months	2 to 4	Toddler 1 and 2 Mixed
Toddler 2	18 months to < 30 months	1 to 4	Rest Time with Toddler 1 & 2
Toddler 3	18 months to < 30 months	1 to 4	
Toddler 3	18 months to < 30 months	1 to 4	Rest Time
Preschool 1	3 years to < 4 years	1 to 11	Rest Time
Preschool 1	3 years to < 4 years	1 to 11	
Preschool/School Age	4 years to < 5 years	1 to 13	
Preschool/School Age	4 years to < 5 years	1 to 13	Rest Time

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: 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.

Finding: During the inspection, a ratio of 1 child care staff member for 6 children was determined to have occurred for the infant group when the situation in number 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. Ratio was doubled for more than two hours while children were napping.
10. Ratio was doubled while children were napping for a group that included at least one infant.
11. Ratio was doubled while children were napping and there were not enough staff members in the building to meet staff/child ratio.
12. Ratio was doubled in the school age group to allow access to the program, however, the program does not serve only school age children.
13. Both child care staff members did not have a working communication device when one staff member left the group to allow access to the school age only program.
14. The child care staff member did not return to the group after allowing access to the school age only program.
15. 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: 07/07/2019

Domain: 07 Diapering & Infant Care

Rule: 5101:2-12-20 Cribs

Code: The program is required to provide stable cribs for all infants in attendance.

Finding: During the inspection, it was determined that at least one crib in the infant area was not stable as noted in the following number 1 below:

1. The crib was broken;
2. The crib was missing hardware;
3. The crib was leaning and/or not stable;
4. Other [].

Repair or replace the crib(s). Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/07/2019



Domain: 07 Diapering & Infant Care

Rule: 5101:2-12-20 Cribs

Code: The program is required to place infants in cribs while sleeping.

Finding: During the inspection, it was determined that the equipment in number 10 below had been used for sleeping infants and did not allow the infant to sleep on a firm mattress:

1. Mesh cribs;
2. Play pens;
3. Bassinets;
4. Cots;
5. Car seats;
6. Infant swing;
7. The floor;
8. Infant seats;
9. An infant placed in a car seat in a crib;
10. Other bouncy seat.

Infants must be provided with a crib, which meets requirements specified in this rule, for resting and sleeping. Provide staff training. Submit the program's corrective action plan, which includes a statement that staff training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/07/2019

Domain: 08 Staff Files

Rule: 5101:2-12-09 Background Check Requirements

Code: The program is required to have all staff request background checks as required.

Finding: In review of the staff records, it was determined that background checks were not requested for the persons listed on the Employee Record Chart as noted in number 1 below:

1. Submitting the JFS 01175 "Request for a Background Check for Child Care" to the Department or the OPR and verifying 1176 is on file within 45 days;
2. Submitting fingerprints electronically according to the process established by BCI.

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

Corrective Action Plan Due: 07/07/2019



Low Risk Non-Compliances

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

Code: The program is required to have a method for tracking the children in each group. The tracking method must be updated throughout the day and kept with the group at all times.

Finding: During the inspection, it was determined that the method for tracking children in each group did not meet the requirements of the rule as noted in number 4 below:

1. There was no method in place;
2. The method did not include each child's name;
3. The method did not include each child's date of birth;
4. The tracking method did not remain with the group at all times in that the Toddler books were all on one side of the Toddler rooms and not with the assigned groups;
5. The tracking method was not updated throughout the day as children entered or left the group.

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

Corrective Action Plan Due: 07/07/2019

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 1 & 2 below:

1. No attendance record was being maintained in that attendance sheets were not completed at all during the week;
2. The attendance record was not being consistently completed in that children were only marked in after the licensing specialist's arrival;
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: 07/07/2019

Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-12 Safe Equipment

Code: The program is required to use straps on equipment that is manufactured with straps.

Finding: During the inspection, it was determined that the following equipment manufactured with straps; bouncy seats, was not being used appropriately as noted in the following number 2 below:

1. The straps were missing;
2. The straps were attached, but were not used;
3. The straps were attached and were used, but were not used in a safe manner;
4. Other [].

Provide staff training. Submit the program's corrective action plan, which includes a statement that training has been provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/07/2019

Domain: 02 Safe & Sanitary Environment

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

Code: The program is required to following the cleaning schedule for equipment.

Finding: During the inspection, it was determined that the children's individual blankets and belongings were stored in an unsanitary manner in that they were all stored on top of the cots together. Children's belongings need to be stored in a sanitary manner to prevent the spread of germs. 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: 02 Safe & Sanitary Environment



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

Code: The program is required to provide a clean restroom with the appropriate materials available.

Finding: During the inspection, it was determined that unsanitary conditions, as noted in the following numbers 2, 4, & 5 below, were in the Toddler restroom:

1. There was no liquid soap;
2. There was no toilet paper;
3. There were no paper towels;
4. The toilet cleaning brush was accessible to the children;
5. The plunger was accessible to the children;
6. The sinks were dirty;
7. The toilets were dirty;
8. The floor was dirty;
9. The trash was not emptied from the day before;
10. There was a strong urine odor;
11. Other [].

The restroom(s) must be kept sanitary at all times. 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 Materials and Equipment

Code: The program is required to have enough equipment for all children in care.

Finding: During the inspection, it was determined that equipment and materials in the following categories 1, 2, 3, 4, 5, 6, & 9 were not provided in sufficient quantities for children in the Infant, Toddler, and Preschool classrooms, as required by the rule:

1. Art supplies (excludes infants);
2. Manipulative materials and equipment;
3. Blocks;
4. Science-nature equipment (excludes infants);
5. Language arts and auditory materials and equipment;
6. Pretend or dramatic play materials;
7. Music equipment;
8. Transportation materials and equipment;
9. Gross motor equipment;
10. Sensory motor equipment.

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 Materials and Equipment

Code: The program is required to have play materials accessible and orderly.

Finding: During the inspection, it was determined that play materials were not accessible/orderly for the following reasons as noted in numbers 1 & 2 below:

1. Play materials were not readily accessible to the children in the Infant and Toddler classrooms;
2. Play materials were not arranged in an orderly manner so that children have opportunities to select, remove and replace play materials with minimal assistance during the day in the Preschool classrooms.

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 Materials and Equipment

Code: The program is required to have enough equipment for all children in care.

Finding: During the inspection, it was determined that equipment, materials, and furnishings provided for indoor and outdoor play did not meet the requirement of the rule as noted in numbers 1 & 2 below:

1. Not varied and adequate to meet the developmental needs of the children in that a lot of the equipemnt is plastic infant and toddler equipment that is not developmentally appropriate in the preschool classrooms;
2. Not sufficient that each child can be actively involved in an activity throughout the building.

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: 07 Diapering & Infant Care

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

Code: The program is required to provide a daily written record for each infant in care to the parents when picking up the infant each day.

Finding: During the inspection, it was determined that there was no daily written record for each infant provided to the parent or person picking up the infant on a daily basis. 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: 07 Diapering & Infant Care

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

Code: The program staff is required to refrain from placing an infant in a crib with a bottle.

Finding: During the inspection, it was determined that an infant was placed in a crib with a bottle. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/07/2019

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 breast milk/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: 07 Diapering & Infant Care

Rule: 5101:2-12-20 Cribs

Code: The program is required to provide crib sheets that are not too large or too small.

Finding: During the inspection, it was determined that crib sheets were not properly fitted, as required by the rule, and posed a risk of entanglement for infants using the cribs as indicated in number 1 below:

1. At least one sheet was too large in a crib a child was sleeping in;
2. At least one sheet was too small;
3. At least one sheet was torn;
4. 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: 08 Staff Files

Rule: 5101:2-12-08 Medical Statement

Code: The program staff medicals are required to be completed and on file at the program.

Finding: In review of the staff records, it was determined that completed medical examination statement for the employee listed on the Employee Record Chart was not on file, as required by this rule. Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/07/2019

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

Rules In-Compliance/Not Verified

Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-22 Meal and Snack Requirements	Compliant	Documenting Statement: Posted menus were current and dated.
Rule: 5101:2-12-22 Meal and Snack Requirements	Compliant	Documenting Statement: Substituted foods served were recorded on the posted menu, as required by this rule.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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 4/13/20.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Management of Communicable Disease	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Smoke Free Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator Qualifications	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-14 Transportation - Driver Requirements	Compliant	Documenting Statement: The drivers had completed the required ODJFS driver training. Technical assistance was provided to have the drivers complete the driver training utilizing their OPR accounts through OCCRRA moving forward.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Written Disaster Plan	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Food License	Compliant	
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: The program had a system in place for regularly



		checking and replacing first aid kit supplies.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Compliant	
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
5101:2-12-07 Written Program Policies and Procedures	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Outdoor Play	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Building Approval	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 License Posted	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 4/4/19.

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-19 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-20 Cots and Napping	Compliant	Documenting Statement: The rest area had adequate lighting, which allowed for the visual supervision of children.

Rule: 5101:2-12-20 Cots and Napping	Compliant	Documenting Statement: Cots were placed appropriately and safely during nap time.
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Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-15 Medical/Physical Care Plans	Compliant	Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions.

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
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
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: 5101:2-12-12 Safe Environment	Compliant	
Rule: 5101:2-12-14 Transportation - Vehicle Requirements	Compliant	Documenting Statement: An annual safety check of the vehicle, using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, was verified and dated 2/20/19.
Rule: 5101:2-12-14 Transportation - Vehicle Requirements	Compliant	Documenting Statement: During the inspection, weekly safety inspections and/or monthly emergency exiting drills were completed and documented, as required using the ODJFS sample form.
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	Compliant	Documenting Statement: The drivers had current and valid training in first aid, management of communicable disease, and CPR.
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	Compliant	Documenting Statement: The forms used by the program for routine and/or field trips were verified to meet the requirements of the rule.
Rule: 5101:2-12-16 Incident/Injury Reporting	Compliant	
Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	
Rule: 5101:2-12-18 Group Size	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Diapering and Toilet Training	Compliant	
Rule	Status	Documenting Statement(s), If applicable
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.