



## 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>PRIMROSE SCHOOL OF HILLIARD WEST   | Program Number<br>000000400412 | Program Type<br>Child Care Center |                   |
| Address<br>4370 CREEKBEND DR. HILLIARD<br>OH 43026 |                                | County<br>FRANKLIN                |                   |
| Building Approval Date                             | Use Group/Code                 | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>07/05/2022        | Food Service Risk Level        |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>07/26/2022 | Begin Time 8:10 AM       | End Time 4:30 PM                 |
| Inspection Date<br>07/28/2022 | Begin Time 3:00 PM       | End Time 3:50 PM                 |
| Reviewer:<br>SARENA POWHIDA   |                          |                                  |
| Reviewer:<br>SARENA POWHIDA   |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>4 | No. Serious Risk<br>0 | No. Moderate Risk<br>2 | No. Low Risk<br>2 |

| 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)                                 |                  | 26         | 0         | 26    |
| Young Toddler   |                  | 25         | 0         | 25    |
| <b>Total Under 2 ½ Years</b>                              | 60               | 51         | 0         | 51    |
| Older Toddler   |                  | 14         | 0         | 14    |
| Preschool   |                  | 105        | 0         | 105   |
| School Age  |                  | 39         | 0         | 39    |



|                                  |     |     |   |     |
|----------------------------------|-----|-----|---|-----|
| <b>Total Capacity/Enrollment</b> | 200 | 158 | 0 | 209 |
|----------------------------------|-----|-----|---|-----|

| <b>Staff-Child Ratios at the Time of Inspection</b> |                          |                       |                |
|---|--------------------------|-----------------------|----------------|
| <b>Group</b>  | <b>Age Group/Range</b>   | <b>Ratio Observed</b> | <b>Comment</b> |
| Young Infants                                       | 0 to < 12 months         | 2 to 5                |                |
| Young Infants                                       | 0 to < 12 months         | 2 to 7                |                |
| Middle Infants                                      | 0 to < 12 months         | 2 to 5                |                |
| Middle Infants                                      | 0 to < 12 months         | 2 to 7                | Naptime        |
| Older Infants                                       | 12 months to < 18 months | 2 to 6                |                |
| Older Infants                                       | 12 months to < 18 months | 2 to 10               | Naptime        |
| Early Preschool                                     | 18 months to < 30 months | 2 to 11               |                |
| Early Preschool                                     | 18 months to < 30 months | 1 to 11               | Naptime        |
| Preschool Pathways                                  | 30 months to < 36 months | 2 to 13               |                |
| Preschool Pathways                                  | 30 months to < 36 months | 1 to 14               | Naptime        |
| Preschool 1   | 3 years to < 4 years     | 3 to 14               |                |
| Preschool 1   | 3 years to < 4 years     | 1 to 17               | Naptime        |
| Preschool 2   | 3 years to < 4 years     | 2 to 12               |                |
| Preschool 2   | 3 years to < 4 years     | 1 to 13               | Naptime        |
| Explorers   | School-Age to < 11 years | 3 to 27               |                |
| Explorers   | School-Age to < 11 years | 2 to 25               |                |
| Pre-K 1   | 4 years to < 5 years     | 2 to 23               |                |
| Pre-K 1   | 4 years to < 5 years     | 2 to 23               | Naptime        |
| Pre-K 2   | 4 years to < 5 years     | 2 to 12               |                |
| Pre-K 2   | 4 years to < 5 years     | 1 to 13               | Naptime        |
| Toddlers  | 18 months to < 30 months | 1 to 12               | Naptime        |

**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.*

| <b>Serious Risk Non-Compliances</b>   |
|---|
| <b>No Serious Risk Non-Compliances were observed during this inspection</b> |
|   |
|   |



### Moderate Risk Non-Compliances

#### Domain: 08 Staff Files

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

Code: The program is required to receive a preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

Finding: During the inspection, it was determined that individual(s) had engaged in assigned duties or were near children and preliminary approval from ODJFS was not on file as required. Submit the program's corrective action plan, which includes a statement that the approval is now on file or the individual(s) are no longer engaged in assigned duties and are not near children, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/28/2022

#### Domain: 09 Children's Files

Rule: 5101:2-12-15 Medical/Physical Care Plans

Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file at the program for any child having a health condition. The program is required to implement and/or follow instructions on the JFS 01236 for a child with a health condition.

Finding: A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be on file for any child having health conditions which require monitoring for symptoms, or a medical procedure be performed, or ongoing administration of medication or medical foods at the program. In review of the children's records, it was determined that the required written information was either not on file, implemented or followed, for at least one child indicated on the Children Records Review, as noted in number(s) 29 below:

1. No plan was on file.
2. Child's name was missing.
3. Child's date of birth was missing.
4. Name of the condition was missing.
5. Indication if medication is required was missing.
6. Symptoms to watch for were missing.
7. Directions for when should the medication or medical food be administered were missing.
8. Instructions for administration were missing.
9. Conditions that trigger the need for medication or medical foods were missing.
10. Expected results of the medication or medical food were missing.
11. Actions to be taken if the symptoms do not subside were missing.
12. Activities, foods, environmental conditions to avoid were missing.
13. Training instructions were missing.



14. Directions for action to be taken if expected result of medication or medical food does not occur were missing.
15. Instructions regarding emergency evacuation, if applicable, were missing.
16. Dated signature of parent was missing.
17. Dated signature of certified professional who trained the program staff was missing, if parent was not the trainer.
18. Printed name(s)/Dated signature(s) of child care staff member(s) trained to perform the procedure were missing.
19. Dated signature(s) of administrator was missing.
20. Name of any applicable medication was missing.
21. Date medication was administered was missing.
22. Time medication was administered was missing.
23. Dosage administered was missing.
24. Signature of staff member who administered the medication was missing.
25. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.
26. The plan was not implemented.
27. The plan was not able to be implemented due to conflicting information.
28. The plan was not followed.
29. The child's age did not meet the manufacturer's guidelines for the medication and there were no physician instructions for administering the medication.

Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/28/2022

### Low Risk Non-Compliances

#### Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-13 Handwashing Requirements

Code: The program is required to have all children wash their hands as outlined in rule.

Finding: During the inspection, it was determined that at least one child in the young group did not wash his or her hands at the time listed in number(s) 3 below, as required in rule.

1. Upon arrival.
2. Prior to departure.
3. After toileting/diaper change.



4. After contact with bodily fluids.
5. After returning from outdoor play.
6. After handling pets, pet cages, or other pet objects that have come in contact with the pet, before moving on to another activity.
7. Before eating or assisting with food preparation.
8. After water activities.
9. When visibly soiled (must use soap and water)
10. Other [ ].

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

Corrective Action Plan Due: 08/28/2022

**Domain: 06 Program Information**

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to have the parent for each child complete the required information on the trip permission form.

Finding: In review of the program's records, it was determined that the form used to secure the written permission of the parent/guardian for a field trip or routine trip was missing the required information listed in number(s) 7 below:

1. The child's name.
2. The date(s) of the trip(s) (field trips only).
3. The destination(s) of the trip(s).
4. The departure and return time(s) of the trip(s) (field trips only).
5. The signature of the parent.
6. The date on which the permission was signed.
7. A statement notifying parents how their child will be transported.
8. 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   |
|--|-----------|---|
| 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 |   |
| 5101:2-12-04 Fire Inspection                               | Compliant |   |
| 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: APEE-CCDMTG, expires 3/1/23. |
| 5101:2-12-05 Denial, Revocation and Suspension             | Compliant |   |
| 5101:2-12-07 Administrator Qualifications                  | Compliant |   |
| 5101:2-12-07 Administrator Responsibilities/Requirements   | Compliant |   |
| 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   |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.  |
| 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   |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection       | 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  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-10 Professional Development Requirements            | Compliant | Documenting Statement: At the time of the inspection, all child care staff members had completed the required amount of professional development training.  |
| 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 5/11/22.   |
|--|-----------|--|
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Outdoor Play Equipment                      | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Outdoor Play Fall Zones                     | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-12 Safe Equipment                              | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-12 Safe Environment                            | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Sanitary Equipment and Environment          | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Smoke Free Environment                | Compliant | Documenting Statement: A notice was observed posted stating that smoking is prohibited at the program.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-14 Transportation - Driver Requirements  | Compliant | Documenting Statement: The driver(s) had completed the required ODJFS driver training.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements | Compliant | Documenting Statement: An annual safety check of the vehicle(s), using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, were verified and dated: vin #5536 8/6/21, vin #7333 7/5/22. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-15 Child Medical and Enrollment Records  | Compliant | Documenting Statement: At the time of the inspection, 25% of the children's  |





|  |               |   |
|--|---------------|---|
|  |               | enrollment records were reviewed, and the records were complete, as required by the rule.   |
| Rule: 5101:2-12-15 Child Medical and Enrollment Records        | Compliant     | Documenting Statement: In review of 25% of the records, at the time of the inspection, children's medical statements were complete and on file, as required by the rule.                    |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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. |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-16 Emergency Drills                            | Compliant     | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-16 First Aid/Standard Precautions              | Compliant     | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-16 Management of Communicable Disease                | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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.   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-16 Written Disaster Plan                             | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |



|                                       |               |  |
|---------------------------------------|---------------|--|
| Rule: 5101:2-12-17 Daily Schedule     | Compliant     | Documenting Statement: Daily schedules were observed posted.   |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-17 Materials and Equipment  | Compliant     |  |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-17 Daily Outdoor Play       | Compliant     |  |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 License Capacity         | Compliant     |  |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 Ratio                    | Compliant     |  |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 Group Size               | Compliant     |  |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-18 Attendance Records | Compliant     | Documenting Statement: Child Care Staff Members were observed recording the attendance for each child upon arrival and documenting each child's departure. |
| <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>   |
| 5101:2-12-19 Child Guidance           | 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>   |
| Rule: 5101:2-12-20 Cribs              | Compliant     | Documenting Statement: Cribs were separated from the play space by a safe and sturdy and physical barrier.   |
| <b>Rule</b>                           | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |



|   |               |  |
|---|---------------|--|
| Rule: 5101:2-12-22 Meal and Snack Requirements        | Compliant     | Documenting Statement: The program served the following: breakfast: eggs, sausage, pears and milk; lunch: chicken strip, roll, mixed vegetables, oranges and milk. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Fluid Milk Requirements                  | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Safe Food Handling/Storage               | 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: 5101:2-12-23 Infant Bottle and Food Preparation | Compliant     | Documenting Statement: All bottles were labeled as required.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-23 Diapering and Toilet Training      | Compliant     | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the young infant room.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-25 Medication Administration                | Compliant     |  |