

# **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 <a href="http://jfs.ohio.gov/CDC/childcare.stm">http://jfs.ohio.gov/CDC/childcare.stm</a>. 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 Det	ails		
Program Name	Program Number		Program Type	
CHAMPAIGN FAMILY YMCA	000000407029		Child Care Center	
Address 191 COMMUNITY DRIVE URBANA OH 43078			County CHAMPAIGN	
Building Approval Date	Use Group/Code	Occupancy Limit	Maximum Under 2 ½	
Fire Inspection Approval Date	Food Service Risk L	Food Service Risk Level		
03/31/2021	Level II			

Inspection Information				
Inspection Type	Inspection So	cope	Inspection Notice	
Annual	Full		Unannounced	
Inspection Date 08/18/2021	Begin Time 9	:00 AM	End Time 2:30 PM	
Reviewer: ANNE BLANKESTYN				
Summary of Findings				
No. Rules Verified	No. Rules with Non-compliances	No. Serious Risk	No. Moderate Risk	No. Low Risk
57	16	0	2	22

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)		22	0	22
Young Toddler		8	0	8
Total Under 2 ½ Years	56	30	0	30
Older Toddler		6	0	6
Preschool		45	0	45
School Age		16	0	16
Total Capacity/Enrollment	149	67	0	97

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
INFANT 1	0 to < 12 months	3 to 8	

INFANT 1	0 to < 12 months	3 to 10	
INFANT 2	0 to < 12 months	3 to 9	
INFANT 2	0 to < 12 months	2 to 9	
TODDLER 1	18 months to < 30 months	2 to 5	
TODDLER 1	18 months to < 30 months	1 to 6	
TODDLER 2	18 months to < 30 months	1 to 6	
TODDLER 2	18 months to < 30 months	1 to 6	
TODDLER 3	18 months to < 30 months	1 to 3	
TODDLER 3	18 months to < 30 months	1 to 3	
TODDLER 4	18 months to < 30 months	1 to 6	
TODDLER 4	18 months to < 30 months	1 to 6	
PRESCHOOL 1	3 years to < 4 years	1 to 9	
PRESCHOOL 1	3 years to < 4 years	1 to 9	
PRESCHOOL 2	3 years to < 4 years	1 to 9	
PRESCHOOL 2	3 years to < 4 years	1 to 9	
PRESCHOOL 3	3 years to < 4 years	1 to 11	
PRESCHOOL 3	3 years to < 4 years	1 to 11	
PRESCHOOL 4	3 years to < 4 years	1 to 8	
PRESCHOOL 4	3 years to < 4 years	1 to 8	
PRESCHOOL 5	3 years to < 4 years	1 to 8	
PRESCHOOL 5	3 years to < 4 years	1 to 8	
SCHOOL AGE	School-Age to < 11 years	3 to 9	
SCHOOL AGE	School-Age to < 11 years	3 to 9	

## **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.

**Moderate Risk Non-Compliances** 



Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-12 Safe Environment

<u>Code</u>: The program is required to store chemicals and machinery in a place that is inaccessible to children. The program is required to provide an outdoor play area away from machinery in operation.

<u>Finding</u>: During the inspection, a potentially hazardous item or toxic substance was used or stored on a low shelf in the Toddler 4 room, where children had access to it, as noted in number(s) 1 below.

- 1. Bleach.
- 2. Cleaning agent.
- 3. Fish tank chemicals.
- 4. Gasoline.
- Pesticide.
- 6. Poison, including insect/rodent poison.
- 7. Flammable substance.
- 8. Windshield washer fluid.
- 9. Aerosol cans.
- 10. A lawn mower.
- 11. A weed trimmer.
- 12. Hedge trimmers.
- 13. A snow blower.
- 14. Other potentially hazardous substance, equipment or machinery: [].

Provide staff training. Submit the program's corrective action plan, which includes a statement that the potentially hazardous substance or item is no longer accessible to children and/or children will not be outside when machinery is in use and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

#### Domain: 09 Children's Files

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

<u>Code</u>: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan" 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 "Child Medical/Physical Care Plan" for a child with a health condition.

<u>Finding</u>: A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan" must be on file for any child having health conditions which require monitoring for symptoms or a medical procedure be performed 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) 4, 6, 9, and 13 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. Symptoms to watch for were missing.
- 6. Action to be taken if symptoms to occur were missing.
- 7. Activities/foods/environmental conditions to avoid, if applicable, were missing.
- 8. Medical procedures to be followed were missing.
- 9. Expected benefit was missing.
- 10. Name of any applicable medication was missing.
- 11. 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.
- 12. Instructions regarding emergency evacuation, if applicable, were missing.
- 13. Training instructions were missing.
- 14. Dated signature of parent or certified professional who trained the program staff was missing.
- 15. Dated signature(s) of child care staff member(s) trained to perform the procedure were missing.
- 16. Directions regarding additional services, if applicable, were missing.
- 17. Dated signature of parent giving permission to perform the procedure was missing.
- 18. Dated signature of program administrator was missing.
- 19. The plan was not implemented.
- 20. The plan was not able to be implemented due to conflicting information.
- 21. The plan was not followed.

Submit the program's corrective action plan, which includes a copy of the completed JFS 01236 "Child Medical/Physical Care Plan", to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

## **Low Risk Non-Compliances**

## Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

<u>Code</u>: 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.

<u>Finding</u>: 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(s) 5 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;

5. The tracking method was not updated throughout the day as children entered or left the group. (Infant 1)

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

Corrective Action Plan Due: 09/29/2021

#### Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to store chemicals in a place that is inaccessible to children.

<u>Finding</u>: During the inspection, a potentially hazardous substance, which was determined to not present a serious risk to a child, was accessible to children as noted in number(s) 4, 9, and 11 below:

- 1. Cosmetics:
- 2. Disinfecting wipes;
- 3. Fish food;
- 4. Hand lotion;
- 5. Hand sanitizer (for children under 24 months);
- 6. Laundry detergent;
- 7. Powder dish washing soap;
- 8. Paint cans;
- 9. White out;
- 10. Potting Soil;
- 11. Other potentially hazardous substance: shaving cream

The potentially hazardous substance was determined to be accessible to children in the following area: Preschool 3, Preschool 4, and Preschool 2

Provide staff training. Submit the program's corrective action plan, which includes a statement that the potentially hazardous substance is no longer accessible to children and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

#### **Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Environment

<u>Code</u>: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

<u>Finding</u>: Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined that children were not protected from the following item(s) or condition(s) which may threaten their health, safety, or well-being as noted in number(s) 5 below:

- 1. Open pull cords that are not closed loop.
- 2. Telephone cords.
- 3. Electrical/extension cords attached to an object that would not likely result in a severe injury if pulled.
- 4. Stacked chairs.
- 5. Employee(s) purse(s). (Preschool 1, Toddler 4, Preschool 3, Preschool 4)
- 6. Diaper bags.
- 7. Television not securely anchored.
- 8. Small or lightweight pieces of shelving units are not securely anchored to the wall.
- 9. Smoke detector needing batteries replaced.
- 10. Staff member stepped over a barrier/gate while holding a child.
- 11. Emergency exits were blocked by the following classroom furniture: [ ].
- 12. Other [ ].

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: 09/29/2021

#### **Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to have all surge protectors and outlets covered.

<u>Finding</u>: During the inspection, it was determined that 1 outlet did not have childproof receptacle covers in the Preschool 3 room. The program must have safety covers on all electrical outlets, including power strips and surge protectors, which are within the reach of the 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: 02 Safe & Sanitary Environment

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

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

<u>Finding</u>: During the inspection, it was determined that the children's individual blankets and belongings were stored in an unsanitary manner in the Toddler 4 room. 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: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to post and implement the JFS 01242 "Medical, Dental, and General Emergency

Plan" when necessary.

<u>Finding</u>: During the inspection, it was determined the requirements for the JFS 01242 "Medical, Dental, and General Emergency Plan for Child Care" were not followed as noted in number(s) 2 below:

- 1. The plan was not posted by each telephone.
- 2. The plan was not posted in each classroom. (not posted in the Preschool 5 room)
- 3. The plan was not posted in other spaces used by children.
- 4. The name, address and telephone number of the program were not complete.
- 5. The location of first aid kit, fire extinguishers and fire alarm system, fire alarm pull stations and electrical circuit box were not complete.
- 6. The telephone number for emergency squad, fire department, hospital, poison control program, public children services agency, local health department, local emergency management agency, and police department were not complete.
- 7. Location of children's records was not complete.
- 8. Emergency information including any medications or supplies needed in the event of an evacuation was not complete.
- 9. The current version of the prescribed form was not used.
- 10. The plan was not implemented when necessary in that [ ].

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

Corrective Action Plan Due: 09/29/2021

Domain: 05 Health & Safety

Rule: 5101:2-12-16 Emergency Drills



<u>Code</u>: The program is required to complete fire drills, weather drills, and emergency/lockdown drills appropriately.

<u>Finding</u>: During the inspection, it was determined that the required drills were not completed for item number(s) 1 below:

- 1. Monthly fire drills; (no drill in July 2021)
- 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: 09/29/2021

#### **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.

<u>Finding</u>: In review of the staff records, it was determined that completed medical examination statement(s) for the employee(s) listed on the Employee Record Chart were 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: 09/29/2021

#### **Domain: 08 Staff Files**

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

Code: The program is required to have staff complete the required one hour prescribed Child Abuse training.

<u>Finding</u>: In review of the staff records, it was determined that the requirement for the ODJFS one-hour prescribed Child Abuse Training was not met as noted in number(s) 2 below:

- 1. The training was not completed within sixty days of hire;
- 2. The training expired, as it is only valid for two years;
- 3. Not all administrators, Child Care Staff Members, and substitutes have completed the training.

Refer to the Employee Record Chart for the name(s) of the Child Care Staff Member(s) who must complete the ODJFS one-hour prescribed Child Abuse Training. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

**Domain: 08 Staff Files** 

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

<u>Code</u>: The program is required to maintain documentation onsite at the program for each employee.

<u>Finding</u>: During the inspection, it was determined that documentation was not on file at the program to meet the requirements of this rule for the employee(s) listed on the Employee Record Chart. The documentation was able to be verified as noted in number(s) 2 below:

- 1. The information had been verified at the previous inspection.
- 2. The information was provided from another location during the inspection.

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

Corrective Action Plan Due: 09/29/2021

### Domain: 08 Staff Files

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

<u>Code</u>: The program is required to retain documentation for each employee who has left the program in the past three years.

<u>Finding</u>: During the inspection, it was determined that employment records were not maintained on file at the program for the current employees as well as for past employees who had left the program's employment in the past three years. 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 and Staff Records

<u>Code</u>: The program is required to have staff complete the online staff orientation training.

<u>Finding</u>: 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(s) 1 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.

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

Corrective Action Plan Due: 09/29/2021

**Domain: 08 Staff Files** 

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

Code: The program staff is required to have educational verification on file at the program.

<u>Finding</u>: In review of the staff records, it was determined that verification of a high school education was not on file for Child Care Staff Member(s) listed on the Employee Record Chart, as required. Submit the program's corrective action plan, which includes a copy of the verification of a high school education, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

#### **Domain: 08 Staff Files**

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

Code: The program staff is required to obtain at least 6 hours of professional development annually.

<u>Finding</u>: 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(s) 1 below:

- 1. The child care staff member(s) had not completed at least 6 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. Other [ ].

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

Corrective Action Plan Due: 09/29/2021

#### **Domain: 08 Staff Files**

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

<u>Code</u>: The program administrator is required to maintain current employee records in the Ohio Professional

Registry.

<u>Finding</u>: During the inspection, it was determined employment records were not entered or updated within five calendar days of the change in the Ohio Professional Registry (OPR) as noted in number(s) 2 and 3 below:

- 1. At least one administrator, employee or child care staff member (including substitutes) had not created an employment record in the OPR for the program.
- 2. The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard in the OPR.
- 3. At least one individual's schedule was not current.
- 4. At least one individual's position or role was not current.
- 5. At least one individual's employment had not been end dated.
- 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: 09/29/2021

#### Domain: 08 Staff Files

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

<u>Code</u>: The program is required to maintain a current JFS 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.

<u>Finding</u>: In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart, as noted in number(s) 1 and 3 below:

1. The JFS 01176 Program Notification of Background Check Review for Child Care the program received from the Department was not on file and the individual was not left alone with children.



- 2. The JFS 01177 Individual Notification of Background Check Review for Child Care was on file instead of the JFS 01176.
- 3. The JFS 01176 on file was for a different program.

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/29/2021

#### Domain: 09 Children's Files

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

<u>Code</u>: The program is required to use the appropriate form and retain current documentation to administer medications. The program is also required to obtain separate documentation for each medication and child, and retain on file each JFS 01217 "Request for Administration of Medication for Child Care" for at least one year.

<u>Finding</u>: During the inspection, it was determined the program did not meet the requirements for the JFS 01217 "Request for Administration of Medication for Child Care" as noted in number(s) 3 below:

- 1. The JFS 01217 was missing or incomplete for a topical product, food supplement, medical food.
- 2. The program used an old version of the JFS 01217.
- 3. The signature date on the JFS 01217 exceeded more than 12 months.
- 4. The time period to administer the medication on the JFS 01217 was exceeded.
- 5. The JFS 01217 included more than one medication.
- 6. The JFS 01217 included more than one child's name.
- 7. The JFS 01217 was not on file for one year.
- 8. The prescription label was not current.

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

Corrective Action Plan Due: 09/29/2021

#### Domain: 09 Children's Files

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

<u>Code</u>: The program is required to store medication out of the reach of children.

<u>Finding</u>: During the inspection, it was determined that topical products, sunscreen and diaper creams, were within the reach of children in the Infant, Toddler, and Preschool rooms. 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 and Food Supplements

Code: The program staff is required to use topical products and lotions according to manufacturer's guidelines.

<u>Finding</u>: During the inspection, it was determined that a topical product was not used according to the manufacturer's instructions. 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

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

<u>Finding</u>: 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(s) 5 and 7 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.

#### Domain: 09 Children's Files

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

Code: The program is required to retain the JFS 01236 "Child Medical/Physical Care Plan" on file for at least one

year.

<u>Finding</u>: In review of the children's records, it was determined that the JFS 01236 "Medical/Physical Care Plan" did not meet the requirements of the rule as noted in number(s) 3 below:

- 1. The JFS 01236 had not been updated as needed and at least annually.
- 2. The JFS 01236 had not been kept on file for one year.
- 3. A separate JFS 01236 had not been used for each condition.

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

#### **Domain: 10 Written Policies & Procedures**

Rule: 5101:2-12-07 Written Program Policies and Procedures

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

<u>Finding</u>: 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) 3 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; (No daily schedule provided for School Age group)
- 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. Care 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: 09/29/2021

# **Rules In-Compliance/Not Verified**

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Meal and Snack		Documenting Statement(s), it applicable
	Compliant	
Requirements	<u> </u>	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Fire Approval	Compliant	(4)
310112 12 0111167(pp) 0141		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Management of	Compliant	bocamenting statement(s), it applicable
Communicable Disease	Compliant	
Communicable bisease		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Smoke Free	Compliant	
Environment		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator	Compliant	
Qualifications		
,		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Written Disaster Plan	Compliant	bookinenting statement(s), it applicable
JIOI.Z-IZ-IO WINLEN DISASLEI FIAN	Compliant	
	<u>I</u>	
Rule	Status	Decumenting Statement/s) If applicable
	Status	Documenting Statement(s), If applicable
5101:2-12-24 Swimming and Water	Compliant	
Safety Requirements		
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	3 4,7,7
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Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard	Compliant	bocamenting statement(3), it applicable
Precautions	Compliant	
1.0000.00		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Compliant	
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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	Compliant	
Handling/Storage		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space	Compliant	
Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Materials and	Compliant	
Equipment		
2.1	C	
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
Rule: 5101:2-12-04 Building Approval	Compliant	Documenting Statement: The correct
		Certificate of Occupancy (C.O.) could not
		be located during the inspection. The
		C.O. provided listed a B Use Group, and it
		could not be verified that children under
		the age of 2 1/2 years should be cared for
		in the current Toddler 4 classroom. The
		administrator is contacting the building
		department to secure a copy of the C.O.
		which lists the E Use Group, and specifies
		which classrooms are to be used to care
		for children under the age of 2 1/2 years.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 License Posted	Compliant	

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Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Space	Compliant	
Requirements	·	
Rule	Status	Documenting Statement(s), If applicable
		Documenting Statement(s), it applicable
5101:2-12-19 Supervision	Compliant	
DI-	Chathar	December Chatanant of the articles
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Compliant	
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Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Infant Bottle and Food	Compliant	
Preparation		
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Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	bocumenting statement(s), it applicable
5101.2-12-17 Daily Schedule	Compilant	
DI-	Chathar	December 5 Chatana and a life and include
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cots and Napping	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Infant Daily Care	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cribs	Compliant	3 (" 11
		<b>'</b>
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Separation of Children	Compliant	bootinenting statement(s), it applicable
	Compilant	
Under 2 1/2 Years		
	1 -	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Incident/Injury	Compliant	
Reporting		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Group Size	Compliant	, n
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Rule	Status	Documenting Statement(s) If applicable
Nuie	Status	Documenting Statement(s), If applicable



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5101:2-12-18 Ratio	Compliant	
	'	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Diapering and Toilet	Compliant	
Training		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection	Compliant	
Requirements		
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