

Ohio Department of Job & Family Services

Bureau of Child Care & Development
 Center Monitoring and Technical Assistance
 PO Box 183204



Department of
Job and Family Services

Columbus, OH 43218
 (614) 644-1800

COMPLIANCE INSPECTION

Name PORTSMOUTH WEST HEAD START		License Number 408315
Address 15332A US HWY 52 PORTSMOUTH, OH 45662		County SCIOTO Phone Number (740) 858-2010
Inspection Date - Time 10/18/2016 - 10:00 AM to 02:20 PM	Inspection Date - Time (Day 2) N/A	Inspection Date - Time (Day 3) N/A
Inspection Type Standard	Inspection Scope Full	Inspection Notice Unannounced
Administrator's/Designee's signature indicates acknowledgement of the report only, not necessarily agreement with the findings.		
 _____ STEPHANIE WALTERS		 _____ Tracy Halleck
Date		Date

All licensed child care providers are required to post, at a minimum, all substantiated complaint investigation allegation findings, as well as all regular inspection findings, in a conspicuous place at the center/ type A home. For complete records of child care licensing inspections and complaint investigations, including all allegations, please contact the Child Care Help Desk at 1-877-302-2347 option 4, or the child care website at <http://jfs.ohio.gov/CDC/childcare.stm> for a public records request.

Note: All Findings/Corrections printed in **RED** are considered serious risk violations. Documenting Statements, Supplemental Information and Rationales may be included in this report; this information is provided for technical assistance, and may not be associated with any Out of Compliance items. A serious risk noncompliance finding may impact a quality-rated program's SUTQ rating.

License/Approvals

5101:2-12-07: Inspection and Investigation Rights In Compliance

5101:2-12-09: Application Denial/License Revocation Compliance Not Verified

5104.02/5104.04: License/Report Posted In Compliance

License Location	Report Location
Parent Board	Parent Board

5101:2-12-03: License Capacity (E) In Compliance

Age Group	License Capacity	Current Enrollment		
	Totals	Full Time	Part Time	Totals
Infant		0	0	0
Younger Toddlers		0	0	0
Under 30 Months	0			0
Older Toddlers		0	0	0
Preschool		20	23	43
Schoolage		0	0	0
Totals:	40	20	23	43
Staff Needed:	5			

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License/Approvals

5101:2-12-10: Building Approval (E)

In Compliance

Building Department
State of Ohio

Structure Name	Use Group	Approval Date	Occupancy Limit
Portsmouth West Elementary School	A-3/ E	05/15/1998	None Listed

5101:2-12-11: Fire Department Approval (E)

Out of Compliance

Approval Type	Approval Date
Annual Inspection	08/21/2015

Code

This rule requires the center to obtain a fire inspection and written approval from the state fire marshal or the local fire safety inspector in the following circumstances: upon initial licensure; for a change of location; upon major modification or remodeling of the structure; prior to the use of any parts of the structure not previously approved for use for child care; annually from the date of the last fire approval report; and prior to caring for infants and nonambulatory children on other than the first floor.

Findings/Corrections - Serious Risk

The center had not been inspected and approved by the local fire department or state fire marshal's office, as required, in that the center failed to contact the fire department in order to obtain an updated fire inspection in a timely manner. Please secure and submit an updated fire approval to this office.

Compliance Response Due by: 11/16/16

5101:2-12-12: Food Service Licensure/Food Catered

In Compliance

License/Exemption	Health Department
Class 4	Scioto County Health

Documenting Statements/Supplemental Information

The caterer's food service license information was observed posted. Following is the audit number and date: 9808129 2/17/16 exp 3/1/17.

Space/Program

5101:2-12-13: Indoor Floor Space

In Compliance

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Space/Program

Room	Area
Classroom 2203	848 Sq. Ft.
Classroom 2307	709.31 Sq. Ft.
Total Area:	1557 Sq. Ft.

Total Children: 44
(The number of children permitted is based on the total square footage.)

5101:2-12-13: Separation of Infants and Toddlers Under 2 1/2 Yrs N/A

5101:2-12-14: Onsite Outdoor Play Space (*) In Compliance

Play Space	Area	Children Allowed
Small Playspace	2049 Sq. Ft.	34

Documenting Statements/Supplemental Information

The quarterly playground inspection(s) were completed and documented, as required. The most recent inspection report form was dated 10/14/16.

5101:2-12-14: Outdoor Play Equipment In Compliance

Documenting Statements/Supplemental Information

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

5101:2-12-14: Outdoor Play Fall Surface In Compliance

Documenting Statements/Supplemental Information

The protective material used under outdoor equipment was shredded rubber.

5101:2-12-14: Parks/Indoor Play Space N/A

5101:2-12-15.3: Smoke Free Environment In Compliance

5101:2-12-17: Swimming and Water Safety (*) N/A

5101:2-12-18: Transportation Procedural Requirements (*) In Compliance

5101:2-12-18.2: Transportation/Driver Requirements (*) **Out of Compliance**

Code

This rule requires the driver on routine trips or field trips to meet certain criteria. Prior to driving, each driver is required to complete training covering the topics of transportation safety, child safety restraints, and vehicle evacuation drills, and this training is updated annually.

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Space/Program

Findings/Corrections

During the inspection, it was determined that the employee(s) who is responsible for transporting children did not annually update the transportation safety training, as required. Please refer to the Employee Record Chart which indicates any driver needing the training. 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.

Compliance Response Due by: 10/18/2016

5101:2-12-18.1: Transportation/Vehicle Requirements (*) In Compliance

5101:2-12-23: Evening and Overnight Care (Between 7:00 PM - 6:00 AM) N/A

Classroom

5101:2-12-15: Safe Indoor Equipment/Environment (*) In Compliance

Documenting Statements/Supplemental Information

Equipment was observed to be in good condition.

5101:2-12-15: Sanitary Indoor Equipment/Environment In Compliance

Documenting Statements/Supplemental Information

On the day of the inspection, the center provided a clean environment in accordance with Appendix A of this rule, which included the furniture, materials and equipment.

5101:2-12-15.4: Toothbrushing In Compliance

5101:2-12-16: Programming Environment In Compliance

5101:2-12-16: Equipment/Materials In Compliance

5101:2-12-19: Cots In Compliance

Cots Needed	Cots Verified	Mats Verified for School Age
20	39	N/A

5101:2-12-20: Staff/Child Ratios (E) In Compliance

Ratios	Age Group	Observation	Notes
3 : 16	3-5 yrs	1st	Rm 2203
3 : 15	3-5 yrs	1st	Rm 2307
2 : 15	3-5 yrs	2nd	Rm 2307
2 : 16	3-5 yrs	2nd	Rm 2203

5101:2-12-20: Group Size (*) In Compliance

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Classroom

5101:2-12-20: Supervision (E)	In Compliance
5101:2-12-21: Care/Nurturing of Children (*)	In Compliance
5101:2-12-22: Child Guidance/Management (*)	In Compliance
5101:2-12-34: Medical/Dental/General Emergency Plan (*)	In Compliance

Documenting Statements/Supplemental Information

On the day of this inspection, the complete prescribed medical, dental, and general emergency plan(s) was posted in the center as required.

Staffing/Attendance

5101:2-12-20: Children Combined When No More Than 12 on Premises	N/A
5101:2-12-20: Second Adult	N/A
5101:2-12-20: Attendance	In Compliance
5101:2-12-20: Substitutes	In Compliance

Staff Requirements

5101:2-12-24: Administrator Responsibilities/Time On-Site (E)	<i>Out of Compliance</i>
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Posted Location	Designee
none posted	Yes

Code

The rule requires that the administrator of the center be responsible for the daily operation of the center and for implementing the center's plan for compliance with licensing rules and law. The administrator's job duties shall demonstrate that the person carries out these functions, and has time each week to perform these duties when not in the classroom. The administrators shall post their hours of availability in a conspicuous place that is easily accessible to parents. The administrator shall be onsite for a minimum of one-half the hours that the center is in operation, or a minimum of forty hours per week, whichever is less. If there is more than one administrator, at least one shall meet this requirement. Whenever the administrator is absent from the center, a child-care staff member shall be designated as the person in charge.

Findings/Corrections

It was observed, during the inspection, that the administrator did not have hours of availability posted 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.

Compliance Response Due by: 10/18/2016

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Staff Requirements

5101:2-12-24: Administrator Qualifications (E)

Out of Compliance

Administrator(s)	Qualifications	Rules Course Completed
HEATHER MALONE	Bachelors Child Dev./ECE	Yes

Code

This rule outlines educational, experience, and training requirements for the person designated as the administrator of a center. Written documentation which verifies the administrator's qualification shall be kept on file at the center. All administrators are required to complete a rules review course provided by the department. A change in the position of administrator needs to be reported to the licensing office within five business days.

Findings/Corrections

During the inspection, it was determined that a change of an administrator had been made and the owner or administrator had failed to provide notification of this change to the department within five business days, as required by this rule. A license is only valid for the licensee, administrator, address and license capacity designated on the license. 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.

Compliance Response Due by: 10/18/2016

5101:2-12-25: Child-Care Staff Educational Requirements (E)

In Compliance

5101:2-12-25: Employee Records (*)

Out of Compliance

Code

This rule requires that the center shall secure by the first day of employment and maintain on file for review, information for each employee which includes the following:

1. A current medical examination from a licensed physician, a physician's assistant, advanced practice nurse or a certified nurse practitioner dated within twelve months prior to the first day of employment.
2. A statement signed by the employee which verifies the administrator has reviewed the licensing rules, the center's parent/employee policies and procedures and the center's medical, dental and general emergency plan;
3. Employment records which document the days and hours worked, duties, and group assignments, if applicable, for current employees as well as those who have left the center's employment within the past three years.;
4. Within ninety days of employment, all child-care staff members need to have documentation of completed orientation training.

Findings/Corrections

During the inspection, it was observed that a complete employee statement which verified review of the licensing rules and the review and receipt of the center's policies and procedures and medical, dental, and a general emergency plan, was not on file for each employee as required. Refer to the Employee Record Chart for the names of any staff who did not have a statement on file. 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.

Compliance Response Due by: 10/18/2016

5101:2-12-26: Statement of Nonconviction and Criminal Records Checks (E)

Out of Compliance

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Staff Requirements

Code

The rule requires that all employees, second adults and owners annually sign a nonconviction statement as a screening measure, which secures the employees' assurance that they have not been convicted of specific crimes that bar child-care employment or had a child removed from their care. The prescribed form lists the specific crimes on the reverse side so that staff can have full knowledge of the barred offenses prior to signing the form. The rule also requires that each employer submit requests for BCII and FBI criminal records checks to the Bureau of Criminal Identification and Investigation prior to hiring an individual. The BCII is then required every four years thereafter. Both the BCII and FBI criminal records checks are required every four years for administrators and individual owners.

Findings/Corrections

In review of the employees' records, it was determined that an updated Statement of Nonconviction was not on file for 1 of 11 employees, as indicated on the Employee Record Chart. By the date of hire and annually thereafter, each employee, administrator, second adult and owner must sign the prescribed form which is to be kept on file at the center and available for review by the director's representative. 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.

Compliance Response Due by: 10/18/2016

In review of the employee records, it was determined that the BCI results for the employee(s) indicated on the Employee Record Chart was not requested using the appropriate BCI reason code of 5104.013, as required. The employee(s) must have a new criminal records check completed using the correct code. As confirmation of compliance, submit a copy of the results once received.

Compliance Response Due by: 11/16/16

In review of the employees' records, it was determined that a Statement of Nonconviction was not on file for 4 of 11 employees, as indicated on the Employee Record Chart. However, both BCI and FBI results were on file. By the date of hire and annually thereafter, each employee, administrator, second adult and owner must sign the prescribed form which is to be kept on file at the center and available for review by the director's representative. 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.

Compliance Response Due by: 10/18/2016

5101:2-12-27: FA/Disease Management/CPR/Child Abuse Prevention (*)

In Compliance

5101:2-12-28: Inservice Training (*)

Out of Compliance

Code

This rule requires that child-care staff members and administrators who are not exempt from inservice training complete at least 15 clock hours of inservice training annually until a total of 45 hours is accrued. The 45 hours must include training in each of the following five categories: child development, health and safety, first aid, child abuse prevention, management of communicable disease. At least 20 of the 45 hours must be completed in the child development category. Verification of all inservice training is to be documented on the prescribed form. This documentation is to be kept on file at the center and available for review upon request.

Findings/Corrections

In review of the child-care staff's records, it was determined that 2 of 11 child-care staff members had not completed at least 15 hours of inservice training annually, as required by this rule. Please see the Employee Record Chart for the name(s) of the child-care staff member(s) who must complete additional inservice training hours. 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.

Compliance Response Due by: 10/18/2016

Center Policies

5101:2-12-29: Nondiscriminatory Practices

In Compliance

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Center Policies

5101:2-12-30: Center Information/Policies/Procedures In Compliance

Documenting Statements/Supplemental Information

Statements signed by parents/guardians, which indicated receipt of the center policies and procedures, were verified on file.

5101:2-12-31: Administration of Medication In Compliance

Documenting Statements/Supplemental Information

There were no children on medication at this time; however, the method of storage and practices for the administration were reviewed.

5101:2-12-33: Management of Illness In Compliance

Documenting Statements/Supplemental Information

The Communicable Disease Chart was posted and was readily available to staff and parents in the classrooms.

5104.011: Unlimited Access In Compliance

Emergency Planning

5101:2-12-35: Incident/Injury Reporting In Compliance

5101:2-12-36: First Aid Supplies/Procedures (*) In Compliance

Documenting Statements/Supplemental Information

The center had a complete first aid kit readily available at the center.

Children's Records

5101:2-12-37: Medical/Enrollment Records Out of Compliance

Code

Each child attending the center, except those children who are attending a grade of kindergarten or above in an elementary school, shall have a medical statement on file within 30 days of the child's date of admission. The medical statement must have a date of examination within the 12 months preceding the child's date of enrollment and be updated every 13 months after the examination date. The form prescribed by the department, JFS 01234 "Child Enrollment and Health Information", shall be used to secure enrollment, health, and emergency transportation information for children. The completed forms for each child who attends must be maintained on file at the center and updated annually.

Findings/Corrections

In review of 25% of the children's records, it was determined that current medical statements were not on file, as required, for children listed on the Children's Records Review form. 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.

Compliance Response Due by: 10/18/2016

5101:2-12-38: Care Plan for Children with Health Conditions In Compliance

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Children's Records

Documenting Statements/Supplemental Information

The center had current information on the medical status and the required treatment plan for the children with health conditions.

Handwashing and Infant/Toddler Care

5101:2-12-15.1: Handwashing and Standard Precautions (*)	In Compliance
5101:2-12-15.2: Diapering and Toilet Training (*)	N/A
5101:2-12-40: Infant Daily Program (*)	N/A
5101:2-12-40: Infant Care Giver	N/A
5101:2-12-41: Infant Food/Formula	N/A
5101:2-12-42: Cribs (*)	N/A

Food/Nutrition

5101:2-12-39: Intervals of Meals/Snacks	In Compliance
5101:2-12-39: Requirements for Meals/Snacks	In Compliance

Documenting Statements/Supplemental Information

The center served the following: breakfast; lunch; p.m. snack.

Breakfast and lunch provided by Portsmouth West Elementary School.

5101:2-12-39: Menus	In Compliance
5101:2-12-39: Requirements for Food Provided by Parents	N/A
5101:2-12-39: Food Safety and Sanitation	In Compliance
5101:2-12-39: Infant Formula and Toddler Milk	N/A