



## Program Details

Program Type: FCC - Type A Home	Program Name: Susan Sever	Program Number: 000000410843
Address: 9033 EGYPT PIKE CHILLICOTHE OH 45601		County: ROSS

## Inspection Information

Inspection Type: Compliance	Inspection Scope: Full	Inspection Notice: Unannounced
Reviewer: Jeanette Brown	Visit Date: 06/20/2017	Begin Time: 11:11 AM
		End Time: 11:59 PM

All licensed child care programs are inspected at least once each year. All documented non-compliances are grouped as Serious, Moderate and Low risk violations. Documenting statements and supplemental information may be included in this report. This information is provided for technical assistance, and may not be associated with any Out of Compliance items.

Licensing inspection reports from the previous two years can be found on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. Complaint investigations that resulted in additional non-compliance findings are also available on the website, however allegations that were unable to be substantiated are not included. 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 for a public records request.

## Summary of Findings

Number of Rules Verified: 71	Number of Rules with Non-Compliances: 13	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 0	Low Risk Non-Compliances: 15

## Summary of Non-Compliances

Program Fully Compliant? No

### Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

### Moderate Risk Non-Compliances



No Moderate Risk Non-Compliances were observed during this inspection

**Low Risk Non-Compliances**

**Domain: 00 License & Approvals**

Rule: 5101:2-13-02 Information in OCLQS

Code: The provider is required to have all current information in OCLQS.

Findings: The following information is required to be kept current in the Ohio Child Licensing and Quality System (OCLQS):

1. Mailing Address;
2. Telephone Number;
3. Email Address;
4. Days and Hours of Operation;
5. Services Offered;
6. Name of Program- Type A Only.

During the inspection, it was determined the information in item number(s) [ ] was not up to date in OCLQS. Log on to OCLQS and update the information, as required. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/29/2017

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-13 Clean Environment and Equipment

Code: The program is required to clean and sanitize cots, pads, and mats as required.

Findings: During the inspection, it was determined that cots, pads, and mats were not cleaned and sanitized, as required. Please clean the pads on diaper changing station after each use, no cloth covers aloud on the pad. Submit the program's corrective action plan to verify compliance with the requirements of this rule.



Corrective Action Plan Due: 07/29/2017

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-13 Handwashing

Code: The program staff is required to have children wash their hands at the appropriate times as outlined in rule.

Findings: During the inspection, it was determined the hand washing requirements were not being followed by the children in care at the program, in that [ Children that cannot stand still have to have hands washed with wet paper towel and soap to wash and rinse their hands. ]. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/29/2017

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-13 Handwashing

Code: The program staff is required to wash their hands at the appropriate times as outlined in rule.

Findings: During the inspection, it was determined the hand washing requirements were not being followed by the provider or program staff, in that [ Providers are to wash hands before and after diaper changes and before preparing a bottle for infants. ]. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/29/2017

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-12 Safe Equipment

Code: The program is required to use equipment according to manufacturer's guidelines.

Findings: During the inspection, it was determined that the following equipment was not being used in accordance with the manufacturer's guidelines [Please use straps on changing tables with diaper change ]. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 07/29/2017

**Domain: 03 Postings & Equipment**

Rule: 5101:2-13-16 Medical, Dental, and General Emergency Requirements

Code: The program is required to post the completed JFS 01242

Findings: During the inspection, it was determined the JFS 01242



Corrective Action Plan Due: 07/29/2017

**Domain: 03 Postings & Equipment**

Rule: 5101:2-13-16 Medical, Dental, and General Emergency Requirements

Code: The program is required to post the completed JFS 01201

Findings: During the inspection, it was determined the JFS 01201

Corrective Action Plan Due: 07/29/2017

**Domain: 05 Health & Safety**

Rule: 5101:2-13-16 Disaster Plan

Code: The program is required to have a completed written disaster plan.

Findings: On the day of the inspection, it was determined the program's written disaster plan was not provided to all child care staff and employees and was missing the information in number(s) [ Not available, please ensure to be accessible to parents and employees ] below:

Procedures:

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

Details:

7. Shelter in place or evacuation, how the provider will care for and account for the children until they can be reunited with the parent;
8. Assisting infants and children with special needs and/or health conditions;
9. Emergency contact information for parents and the provider;
10. Procedures for notifying and communicating with parents regarding the location of the children if evacuated;
11. Procedures for communicating with parents during loss of communications, no phone or internet service available;
12. The location of supplies and procedures for gathering necessary supplies for staff and children if required to



shelter in place;

13. What to do if a disaster occurs during the transport of children or when on a field trip or routine trip;

14. Training of staff or reassignment of staff duties as appropriate;

15. Updating the plan on a yearly basis;

16. Contact with local emergency management officials.

Add the missing information to the disaster plan and submit a copy and a written statement verifying corrective action.

Corrective Action Plan Due: 07/29/2017

**Domain: 05 Health & Safety**

Rule: 5101:2-13-22 Food Handling

Code: The program is required to properly clean tables and trays when placing food directly on them.

Findings: During the inspection, it was determined that food was served directly on [bare tables/high chair trays, and the trays were not removed, cleaned, and sanitized between use] for the [ Please clean and sanitize the table before and after each use even with the infants. ] group. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/29/2017

**Domain: 05 Health & Safety**

Rule: 5101:2-13-16 Communicable Diseases

Code: The program is required to post the Ohio Communicable Disease Chart in a noticeable area.

Findings: During the inspection, it was determined that the Ohio Communicable Disease Chart was not posted for the item(s) [ ] listed below:

1. In a location readily available to provider, staff and parents;
2. Version dated 12/2016.

Please update the communicable disease chart to 12/2016

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

Corrective Action Plan Due: 07/29/2017

**Domain: 05 Health & Safety**

Rule: 5101:2-13-16 Medical, Dental, and General Emergency Requirements



Code: The program is required to complete and document the required drills.

Findings: During the inspection, it was determined that the required drills were not completed for item number(s) [ No quarterly lockdown drills ] below:

1. Monthly fire drills;
2. Monthly weather emergency drills (March through September);
3. Quarterly emergency/lock down drills.

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

Corrective Action Plan Due: 07/29/2017

### **Domain: 07 Diapering & Infant Care**

Rule: 5101:2-13-23 Infant Bottle and Food Preparation

Code: The program staff is required to have all bottles labeled.

Findings: During the inspection, it was determined that bottles containing [milk/formula Please label all bottles for every infant and toddler] for a particular infant were not labeled with the child's name and date of preparation. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/29/2017

### **Domain: 07 Diapering & Infant Care**

Rule: 5101:2-13-23 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.

Findings: During the inspection, it was observed that the form used to document infant routines and activities, as required by this rule, was incomplete in that the required information regarding [ Even if parents do not want infant daily report please still keep track of infant daily schedule] was missing from the form:

1. Food intake;
2. Sleeping patterns;
3. Times and results of diaper changes;
4. Information about daily activities.

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



Corrective Action Plan Due: 07/29/2017

**Domain: 09 Children's Files**

Rule: 5101:2-13-15 JFS 01234 'Child Enrollment and Health Information'

Code: The program is required to have an updated JFS 01234

Findings: In review of the children's records, it was determined that the required JFS 01234

Corrective Action Plan Due: 07/29/2017

**Domain: 10 Written Policies & Procedures**

Rule: 5101:2-13-07 Provider Requirements

Code: The program's written policies and procedures are to be given to all parents and employees and be available at the program.

Findings: During the inspection, it was determined the written policies and procedures were not [given to parents/all employees/available at the program] as required. A copy must be made available onsite for review. Submit the program's corrective action plan to verify compliance with this rule. Please make available to parents and employees at all times.

Corrective Action Plan Due: 07/29/2017

### Rules in Compliance/Not Verified

Rule: 5101:2-13-02 License Posted	<i>Compliant</i>
Rule: 5101:2-13-18 Attendance	<i>Compliant</i>
Rule: 5101:2-13-09 Prohibited Offenses	<i>Compliant</i>
Rule: 5101:2-13-18 Ratio and Group Size	<i>Compliant</i>
Rule: 5101:2-13-18 Ratio and Group Size	<i>Compliant</i>
Rule: 5101:2-13-07 Provider Requirements	<i>Compliant</i>



Rule: 5101:2-13-11 Indoor Space	<i>Compliant</i>
Rule: 5101:2-13-08 Child Care Staff Requirements	<i>Not Verified</i>
Rule: 5101:2-13-25 Topical Products and Lotions	<i>Compliant</i>
Rule: 5101:2-13-04 Fire Inspection for Type A Homes	<i>Compliant</i>
Rule: 5101:2-13-17 Programming	<i>Compliant</i>
Rule: 5101:2-13-24 On-site Pools	<i>Compliant</i>
Rule: 5101:2-13-10 Health Training	<i>Compliant</i>
Rule: 5101:2-13-20 Sleep and Napping Requirements for a Licensed Family Child Care Provider	<i>Compliant</i>
Rule: 5101:2-13-13 Smoke Free	<i>Compliant</i>
Rule: 5101:2-13-08 Employee Requirements	<i>Compliant</i>
Rule: 5101:2-13-16 Standard Precautions	<i>Compliant</i>
Rule: 5101:2-13-02 JFS 00598 'Owner's Authorized Representative/Partnership Form for Child Care'	<i>Compliant</i>
Rule: 5101:2-13-08 Review Policies and Procedures	<i>Compliant</i>
Rule: 5101:2-13-20 Crib and Playpen Requirements	<i>Compliant</i>
Rule: 5101:2-13-11 Fall Zone Documenting Statement: During the inspection, it was determined that the program's playground did not have an adequate fall surface, in that the depth did not meet the specifications outlined in rule for the [ please place little tikes slide in pea gravel to meet the requirements of safe fall zone material. ]. Submit the program's corrective	<i>Compliant</i>





action plan to verify compliance with the requirements of this rule.

Rule: 5101:2-13-08 Staff Records	<i>Not Verified</i>
Rule: 5101:2-13-16 Incident/Injury	<i>Compliant</i>
Rule: 5101:2-13-04 Building Inspections for Type A Homes	<i>Compliant</i>
Rule: 5101:2-13-23 Diapering	<i>Compliant</i>
Rule: 5101:2-13-12 Pets	<i>Compliant</i>
Rule: 5101:2-13-12 Safe Environment	<i>Compliant</i>
Rule: 5101:2-13-09 Criminal Records checks	<i>Compliant</i>
Rule: 5101:2-13-11 Outdoor Equipment	<i>Compliant</i>
Rule: 5101:2-13-19 Child Guidance	<i>Compliant</i>
Rule: 5101:2-13-16 First Aid Kit	<i>Compliant</i>
Rule: 5101:2-13-03 Compliance Inspection and Complaint Investigation of a Licensed Family Child Care Provider	<i>Compliant</i>
Rule: 5101:2-13-19 School Age Supervision	<i>Compliant</i>
Rule: 5101:2-13-13 Toothbrushing	<i>Compliant</i>
Rule: 5101:2-13-17 Materials and Equipment	<i>Compliant</i>
Rule: 5101:2-13-19 Supervision	<i>Compliant</i>



Rule: 5101:2-13-21 Sanitary Environment and Hygiene	<i>Compliant</i>
Rule: 5101:2-13-02 Information in Provider Portal	<i>Compliant</i>
Rule: 5101:2-13-08 Whistle Blower	<i>Not Verified</i>
Rule: 5101:2-13-16 Serious Incident	<i>Compliant</i>
Rule: 5101:2-13-09 JFS 01328 'Statement of Nonconviction for Child Care'	<i>Compliant</i>
Rule: 5101:2-13-10 Professional Development	<i>Not Verified</i>
Rule: 5101:2-13-20 Use of Crib and Playpen	<i>Compliant</i>
Rule: 5101:2-13-15 Child's Medical	<i>Compliant</i>
Rule: 5101:2-13-22 Meals and Snacks	<i>Compliant</i>
Rule: 5101:2-13-08 Substitute Requirements	<i>Compliant</i>
Rule: 5101:2-13-08 Substitute Requirements	<i>Compliant</i>
Rule: 5101:2-13-15 Health Conditions	<i>Compliant</i>
Rule: 5101:2-13-11 Outdoor Space	<i>Compliant</i>

Supplemental Information		
<b>Building Approval</b>		
Building Department:	Use Group/Building Code:	Maximum Occupancy Limit:
Structure/Name Description:	Approval Date:	Maximum Occupancy Under 2 ½:
<b>Fire Approval</b>		



Approval Type:	Inspection Date:
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### Indoor Space Log

Room/Space	Area	Children Allowed
Living Room	108	
Kitchen	126	
Playroom	180	
Playroom 2	48	
<b>Total</b>	<b>462</b>	<b>0</b>

### Outdoor Space Log

Room/Space	Area	Children Allowed
Grass Area	40,000	
Big play set	3,312	
Baby Area	300	
Little play area	360	
<b>Total</b>	<b>43,972</b>	<b>0</b>

### Ratios (Number of Staff to Children)

No Ratios were observed during this Inspection

Group	Age Group/Range	Ratio	Comment

### License Capacity and Enrollment

Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 months)		9	0	9
Young Toddler (18 months to < 30 months)		0	0	0
<b>Total Under 2</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>9</b>
Older Toddlers (30 months to < 3 years)		0	0	0
Preschool (3 years to Kindergarten)		0	0	0
School Age (Kindergarten to 15 years)		2	0	2
<b>Total</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>11</b>

### Technical Assistance