



## Program Details

Program Type: Child Care Center	Program Name: THE SUNSHINE HOUSE	Program Number: 000000410949
Address: 3860 HOOVER RD GROVE CITY OH 43123		County: FRANKLIN

## Inspection Information

Inspection Type: Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Reviewer: STEPHANIE WALTERS	Visit Date: 07/21/2017	Begin Time: 8:20 AM
		End Time: 4:00 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: 59	Number of Rules with Non-Compliances: 11	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 3	Low Risk Non-Compliances: 8

## 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



**Domain: 01 Ratio & Supervision**

Rule: 5101:2-12-18 Ratio

Code: The program is required to maintain the appropriate staff to child ratio for each group served.

Findings: During the inspection, a ratio of 2 Child Care Staff Member(s) for 17 children was determined to have occurred for the Preschool/SA group when the situation in number(s) 7 below occurred:

1. A Child Care Staff Member stepped out of the room;
2. A Child Care Staff Member had not arrived at work on time;
3. Children were present who were not scheduled to be there;
4. A Child Care Staff Member was unable to work;
5. A child was injured in that group;
6. A child arrived in the group before a second staff member was scheduled to arrive with the group;
7. Two groups were combined, and the program did not follow the ratio for the youngest child in the group;
8. A child was transitioning to the next older age group, and the program did not follow the ratio for the youngest child in the group;
9. Other [ ].

Additional Child Care Staff Members must be hired or current Child Care Staff Members must be rescheduled to maintain compliance. Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 06 Program Information**

Rule: 5101:2-12-14 Transportation - Vehicle Requirements

Code: The program is required to have all vehicles used to transport children be inspected by an ASE certified mechanic annually.

Findings: During the inspection, it was determined that the vehicle(s) used by the program to transport children did not have a complete annual vehicle inspection for each vehicle as required, as noted in the following number(s) 3 below:

1. The vehicle was not inspected
2. The vehicle was inspected by someone other than an ASE certified mechanic or other approved entity
3. The vehicle inspection was incomplete
4. The vehicle inspection was not updated annually



5. The vehicle inspection completed from the Ohio Highway Patrol did not meet the rule requirement

Submit the program's corrective action plan, which includes a copy of the updated JFS 01230 "Vehicle Inspection Report" for each applicable vehicle, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 09 Children's Files**

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

Code: The program is required to retain the completed JFS 01217 "Request For Administration of Medication For Child Care" on file at the program.

Findings: During the inspection, it was determined that the program had a medication available to be administered to a child without securing complete written instructions from the parent/guardian on the JFS 01217 "Request For Administration Of Medication For Child Care". The information noted in number(s) 5,6,7,8 below was not completed correctly in Box 1on the JFS 01217:

1. No JFS 01217 was on file for medication other than topical medication;
2. Child's name;
3. Date of birth when not needed to determine dosage;
4. Weight when not needed to determine dosage;
5. Name of medication;
6. Exact dosage;
7. Time to administer;
8. Time period to administer;
9. Parent/Guardian dated signature;
10. Possible side effects;
11. Physician instructions;
12. Physician's dated signature;
13. Physician's phone number;
14. Date medication was administered;
15. Time medication was administered;
16. Dosage administered;
17. Staff member's signature;
18. Other [ ].

Provide staff training. See the Children Record Review for the names of children for whom corrected forms are



needed. Submit the program's corrective action plan, which includes the completed JFS 01217 for each child needed, and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

### Low Risk Non-Compliances

#### Domain: 02 Safe & Sanitary Environment

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

Code: The program is required to provide equipment and materials that are easy to clean.

Findings: During the inspection, it was determined that at least one piece of equipment, furnishings, or material (the toilet seat in the PS bathroom) at the program was not constructed of materials to facilitate cleaning and sanitizing as noted in number(s) 4 below:

1. The material had a tear;
2. The material was not washable;
3. The material was porous;
4. The surface was cracked;
5. The surface was repaired, but in a manner that still did not facilitate cleaning and sanitizing;
6. Other [ ].

Equipment, furnishings, and furniture shall be constructed of materials to facilitate cleaning and shall be kept clean and in good repair. 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: 5101:2-12-12 Safe Equipment

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

Findings: During the inspection, it was determined that the following equipment manufactured with straps; a high chair was not being used appropriately as noted in the following number(s) 2 below:

1. The straps were missing;
2. The straps were attached, but were not used;



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

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

Corrective Action Plan Due: 08/20/2017

**Domain: 04 Indoor/Outdoor Space**

Rule: 5101:2-12-11 Outdoor Play Equipment

Code: The program is required to provide equipment that does not pose a safety risk.

Findings: During the inspection, it was observed that the swings posed a safety risk, in that the plastic seats were torn underneath. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 04 Indoor/Outdoor Space**

Rule: 5101:2-12-11 Outdoor Space Requirements

Code: The program is required to have an outdoor play space free from debris.

Findings: During the inspection, it was determined that the outdoor area (Toddler playground) was littered with debris. 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: 5101:2-12-10 Professional Development Requirements

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

Findings: In review of the staff records, it was determined that Child Care Staff Members had not completed at least 6 hours of professional development annually, as required by this rule.. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 08 Staff Files**

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



Code: The program is required to have staff completed the online orientation by the required date.

Findings: In review of the staff records, it was determined that the Child Care Staff Member(s) listed on the Employee Record Chart, who was employed prior to the effective date of this rule, did not complete the online orientation by June 30, 2017, as required. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 08 Staff Files**

Rule: 5101-2-12-09 Statement of Nonconviction and Criminal Records Check

Code: The program is required to request the BCI record check using code 5104.013.

Findings: In review of the staff 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. Submit the program's corrective action plan, which includes a copy of the results of the criminal records check, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Child Medical and Enrollment Records

Code: The program is required to have an updated medical statement on file at the program for each child enrolled.

Findings: In review of 25% of the children's records, it was determined that current medical statements updated every 13 months were not on file, as required, for children listed on the Children Record Review. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 08/20/2017

### Rules in Compliance/Not Verified

Rule: 5101:2-12-22 Meal and Snack Requirements	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Responsibilities/Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Incident/Injury Reporting	<i>Compliant</i>



Rule: 5101:2-12-13 Handwashing Requirements	<i>Compliant</i>
Rule: 5101:2-12-04 Fire Approval	<i>Compliant</i>
Rule: 5101:2-12-22 Meals and Snacks	<i>Compliant</i>
Rule: 5101:2-12-16 Management of Communicable Disease	<i>Compliant</i>
Rule: 5101:2-12-13 Smoke Free Environment	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Qualifications	<i>Compliant</i>
Rule: 5101:2-12-10 Health Training Requirements	<i>Compliant</i>
Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation - Driver Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan	<i>Compliant</i>
Rule: 5101:2-12-08 Medical Statement	<i>Compliant</i>
Rule: 5101:2-12-16 Written Disaster Plan	<i>Compliant</i>
Rule: 5101:2-12-03 Inspection Requirements	<i>Compliant</i>
Rule: 5101:2-12-04 Food License Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: JWIS-AJYSJG 3/1/18.	<i>Compliant</i>
Rule: 5101:2-12-19 Child Guidance	<i>Compliant</i>
Rule: 5101:2-12-22 Fluid Milk Requirements	<i>Compliant</i>



Rule: 5101:2-12-16 First Aid/Standard Precautions Documenting Statement: During the inspection, 4 first aid kits were reviewed and available as required.	<i>Compliant</i>
Rule: 5101:2-12-11 Outdoor Play Fall Zones	<i>Compliant</i>
Rule: 5101:2-12-18 License Capacity	<i>Compliant</i>
Rule: 5101:2-12-22 Safe Food Handling/Storage	<i>Compliant</i>
Rule: 5101:2-12-07 Written Program Policies and Procedures Documenting Statement: The new written policies and procedures requirements were discussed. on the day of the inspection.	<i>Compliant</i>
Rule: 5101:2-12-11 Indoor Space Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Emergency Drills Documenting Statement: Documentation for completed fire, weather drills were verified during this inspection. New rule requirements for emergency/lockdown drills were discussed.	<i>Compliant</i>
Rule: 5101:2-12-12 Safe Environment	<i>Compliant</i>
Rule: 5101:2-12-17 Materials and Equipment	<i>Compliant</i>
Rule: 5101:2-12-17 Daily Outdoor Play	<i>Compliant</i>
Rule: 5101:2-12-04 Building Approval	<i>Compliant</i>
Rule: 5101:2-12-02 License Posted	<i>Compliant</i>
Rule: 5101:2-12-19 Supervision	<i>Compliant</i>
Rule: 5101:2-12-02 Current Information	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation and Field Trip Procedures Documenting Statement: The program uses the ODJFS sample trip permission form for routine trips to secure written permission from parents or guardians.	<i>Compliant</i>





Rule: 5101:2-12-23 Infant Bottle and Food Preparation	<i>Compliant</i>
Rule: 5101:2-12-17 Daily Schedule	<i>Compliant</i>
Rule: 5101:2-12-20 Cots and Napping	<i>Compliant</i>
Rule: 5101:2-12-23 Infant Daily Care	<i>Compliant</i>
Rule: 5101:2-12-18 Group Size	<i>Compliant</i>
Rule: 5101:2-12-18 Attendance Records Documenting Statement: Child Care Staff Members were observed recording the attendance for each child upon arrival and documenting each child's departure.	<i>Compliant</i>
Rule: 5101:2-12-23 Diapering and Toilet Training	<i>Compliant</i>
Rule: 5101:2-12-07 Administrator Responsibilities/Requirements B	<i>Compliant</i>
Rule: 5101:2-12-15 Medical/Physical Care Plans	<i>Compliant</i>
Rule: 5101:2-12-20 Cribs	<i>Compliant</i>
Rule: 5101:2-12-11 Separation of Children Under 2 1/2 Years	<i>Compliant</i>

Supplemental Information		
<b>Building Approval</b>		
Building Department: State of Ohio	Use Group/Building Code: BB 61 (1972-1979)	Maximum Occupancy Limit: 100
Structure/Name Description: The Sunshine House	Approval Date: 01/05/1978	Maximum Occupancy Under 2 ½:
<b>Fire Approval</b>		
Approval Type: Annual	Inspection Date: 04/03/2017	



## Food Service

License/Exemption:  
Level III

Health Department:  
Franklin County Health

## Indoor Space Log

Room/Space	Area	Children Allowed
Preschool-3'S Room	687	19
Pre-K	430	12
School age	708	20
Infants	691	19
Toddlers	305	8
Twos	687	19
<b>Total</b>	<b>3,508</b>	<b>97</b>

## Indoor Space Log for Groups with Children under 2 ½

Room/Space	Area	Children Allowed
Infants	691	19
Toddlers	305	8
Twos	687	19
<b>Total</b>	<b>1,683</b>	<b>46</b>

## Outdoor Space Log

Room/Space	Area	Children Allowed
Preschool/SA	10,408	173
Toddler	2,880	48
Infant/Toddler Playground	4,667	77
<b>Total</b>	<b>17,955</b>	<b>298</b>



### Ratios (Number of Staff to Children)

Group	Age Group/Range	Ratio	Comment
Infants	0 to < 12 months	1 to 3	At arrival
Infants	0 to < 12 months	2 to 7	Combined with Toddlers
Twos	18 months to < 30 months	1 to 4	At arrival
Twos	18 months to < 30 months	1 to 7	
Preschool	30 months to < 36 months	2 to 17	Combined with Pre-K and SA at arrival, 2 Older toddlers in the group.
Preschool	30 months to < 36 months	1 to 5	
Pre-K	4 years to < 5 years	1 to 9	
School age	School-Age to < 11 years	1 to 12	

### License Capacity and Enrollment

Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 months)		7	0	7
Young Toddler (18 months to < 30 months)		16	0	16
<b>Total Under 2 ½</b>	<b>23</b>			
Older Toddlers (30 months to < 3 years)		4	0	4
Preschool (3 years to Kindergarten)		20	0	20
School Age (Kindergarten to 15 years)		18	0	18
<b>Total Enrollment</b>	<b>65</b>			

### Technical Assistance