



## Program Details

Program Type: Child Care Center	Program Name: WAYNE HILLS HEAD START	Program Number: 2170012542
Address: 1908 WAYNE AVENUE PORTSMOUTH OH 45662		County: SCIOTO

## Inspection Information

Inspection Type: Provisional	Inspection Scope: Full	Inspection Notice: Unannounced
Reviewer: CHRISTY HUNTER	Visit Date: 09/28/2017	Begin Time: 8:55 AM
		End Time: 11:30 AM

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: 4	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 0	Low Risk Non-Compliances: 4

## 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: 5101:2-12-02 Current Information

Code: The rule requires the program to request an administrator amendment within five days of the administrator's last day and qualifications submitted within thirty days.

Findings: During the inspection, it was determined that a change of administrator had been made and the owner or administrator had failed to provide notification of this change to the Department within five business days. A license is only valid for the licensee, administrator, address and license capacity designated on the license. Technical assistance was provided, and as discussed, submit the request to amend the license and any required documentation, if applicable, through the licensing system, OCLQS.

#### **Domain: 06 Program Information**

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

Code: The program is required to complete and document weekly inspections of vehicles used to transport children.

Findings: During the inspection, it was determined that the program did not have documentation for vehicle safety check or weekly inspections of vehicles used for transporting children on file at the program. The vehicle safety check and weekly inspections need to be on file at the program.

Submit the program's corrective action plan, which includes a copies of the documented vehicle safety checks and weekly inspection of vehicles, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/28/2017

#### **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.



Findings: 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: 10/28/2017

**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: 10/28/2017

**Rules in Compliance/Not Verified**

Rule: 5101:2-12-22 Meal and Snack Requirements	<i>Compliant</i>
Rule: 5101:2-12-18 Ratio	<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: 5101:2-12-14 Transportation - Driver Requirements Documenting Statement: The driver(s) had completed the required ODJFS driver training.	<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	<i>Compliant</i>
Rule: 5101:2-12-13 Sanitary Equipment and Environment	<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	<i>Compliant</i>
Rule: 5101:2-12-09 Statement of Nonconviction and Criminal Records Check	<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	<i>Compliant</i>
Rule: 5101:2-12-11 Indoor Space Requirements	<i>Compliant</i>
Rule: 5101:2-12-16 Emergency Drills	<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: 5101:2-12-11 Outdoor Play 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: 5101:2-12-11 Outdoor Space Requirements Documenting Statement: The quarterly playground inspection(s) were completed and documented, as required. The most recent inspection report form was dated 9/20/17.	<i>Compliant</i>
Rule: 5101:2-12-19 Supervision	<i>Compliant</i>
Rule: 5101:2-12-14 Transportation and Field Trip Procedures	<i>Compliant</i>
Rule: 5101:2-12-17 Daily Schedule	<i>Compliant</i>
Rule: 5101:2-12-20 Cots and Napping Documenting Statement: Cots/mats were assigned individually by child's name.	<i>Compliant</i>
Rule: 5101:2-12-18 Group Size	<i>Compliant</i>
Rule: 5101:2-12-15 Child Medical and Enrollment Records	<i>Compliant</i>



Rule: 5101:2-12-18 Attendance Records	<i>Compliant</i>
Rule: 5101:2-12-10 Professional Development Requirements	<i>Compliant</i>
Rule: 5101:2-12-13 Toothbrushing Requirements Documenting Statement: Tooth brushing is practiced by the program and it was determined to meet the requirements outlined in the rule.	<i>Compliant</i>
Rule: 5101:2-12-12 Safe Equipment	<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>

Supplemental Information		
<b>Building Approval</b>		
Building Department: City of Portsmouth	Use Group/Building Code:	Maximum Occupancy Limit:
Structure/Name Description:	Approval Date:	Maximum Occupancy Under 2 ½:
<b>Fire Approval</b>		
Approval Type: Annual	Inspection Date: 09/08/2017	
<b>Food Service</b>		
License/Exemption:	Health Department:	
<b>Indoor Space Log</b>		
Room/Space	Area	Children Allowed
classroom	1,585	45
gross motor room	1,182	33
<b>Total</b>	<b>2,767</b>	<b>78</b>
<b>Indoor Space Log for Groups with Children under 2 ½</b>		
No Room Space Log for Groups with Children under 2 ½ was observed during this Inspection		
Room/Space	Area	Children Allowed



<b>Total</b>	0	0
--------------	---	---

### Outdoor Space Log

Room/Space	Area	Children Allowed
outdoor fenced area	1,586	21
<b>Total</b>	<b>1,586</b>	<b>21</b>

### Ratios (Number of Staff to Children)

Group	Age Group/Range	Ratio	Comment
Preschool	3 years to < 4 years	3 to 10	

### License Capacity and Enrollment

Age Group	License Capacity	Enrollment		
	Totals	Full Time	Part Time	Total
Infant (Birth to < 18 months)		0	0	0
Young Toddler (18 months to < 30 months)		0	0	0
<b>Total Under 2 ½</b>	<b>0</b>			<b>0</b>
Older Toddlers (30 months to < 3 years)		0	0	0
Preschool (3 years to Kindergarten)		19	0	19
School Age (Kindergarten to 15 years)		0	0	0
<b>Total Capacity</b>	<b>24</b>			
<b>Total Enrollment</b>	<b>19</b>			

### Technical Assistance