



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 <http://jfs.ohio.gov/CDC/childcare.stm>. 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 Details			
Program Name St. Martin de Porres Family Center	Program Number 2170014308	Program Type Child Care Center	
Address 1264 East 123rd Street Cleveland OH 44108		County CUYAHOGA	
Building Approval Date 06/09/2017	Use Group/Code E	Occupancy Limit 75	Maximum Under 2 ½ 0
Building Approval Date 06/09/2017	Use Group/Code E	Occupancy Limit 75	Maximum Under 2 ½ 0
Fire Inspection Approval Date 03/27/2017	Food Service License Exemption Level IV	Food Service Risk Level	

Inspection Information				
Inspection Type Provisional	Inspection Scope Full	Inspection Notice Unannounced		
Inspection Day 1 02/13/2018	Begin Time 2:15 PM	End Time 4:45 PM		
Reviewer: DIANE TRACZYK				
Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 8	No. Serious Risk 0	No. Moderate Risk 3	No. Low Risk 8

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)		0	0	0
Young Toddler		0	0	0
Total Under 2 ½ Years		0	0	0
Older Toddler		0	0	0
Preschool		0	0	0
School Age		0	19	19
Total Capacity/Enrollment		0	19	19

Staff-Child Ratios at the Time of Inspection



Group	Age Group/Range	Ratio Observed	Comment
After School	After School	1 to 3	1st

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.

Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

Moderate Risk Non-Compliances

Domain: 08 Staff Files

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

Code: The program is required to have documentation from ODJFS, indicating the individual is eligible to be employed in child care, on file before allowing the staff to have sole responsibility of children.

Finding: During the inspection, it was determined that Child Care Staff Member had sole responsibility of children in the school-age group and the JFS 01176 "Program Notification of Background Check Review for Child Care" was not on file as required. Submit the program's corrective action plan, which includes a copy of the JFS 01176 or a statement that the Child Care Staff Member(s) no longer have sole responsibility of children, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/15/2018

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.



Finding: During the inspection, it was determined that the program had [administered medication/a medication available to administer] 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 numbers 4, 7, 8 below was not completed correctly in Box 1 on the JFS 01217 "Request For Administration Of Medication For Child Care":

1. No JFS 01217 was on file;
2. Child's name;
3. Date of birth;
4. Weight;
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. Expiration date;
12. Physician instructions;
13. Physician's dated signature;
14. Physician's phone number;
15. Date medication was administered;
16. Time medication was administered;
17. Dosage administered;
18. Staff members signature;
19. Other [].

Provide training to staff responsible for the administration of medication and documentation on the prescribed form. 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 "Request for Administration of Medication for Child Care" 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: 03/15/2018

Domain: 09 Children's Files

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

Code: The program staff is required to administer medication following the instructions for the dose amount on the JFS 01217 "Request For Administration of Medication for Child Care" form or manufacturer's guidelines.

Finding: During the inspection, it was determined that the wrong dosage was administered to a child as noted in the following numbers 1 and 2 below:

1. The wrong dosage was administered according to the manufacturer's directions;
2. The wrong dosage was administered according to the prescribed directions;



3. Other [].

The program staff must adhere to instructions noted by the manufacturer or the correct prescribed directions. If needed, have parents/guardians obtain written physician's instructions on the JFS 01217 "Request For Administration Of Medication For Child Care". 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: 03/15/2018

Low Risk Non-Compliances

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

Code: The program is required to have the information listed in rule on all attendance records.

Finding: During the inspection, it was determined that the attendance records did not include all of the required information listed below:

1. The name of the child;
2. The birth date of the child;
3. The assigned group;
4. The child's weekly schedule;
5. The time (hours and minutes) of each child's arrival and departure to the program, including transportation by the program.

Information in number 2, 4, 5 must be added to the form used to maintain attendance records. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/15/2018

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-19 Supervision

Code: The program is required to obtain written parental permission with all the completed information for a school-age child who may walk to or from the program to a different destination.

Finding: During the inspection, it was determined that the written permission, used by the program, for school-age children to leave the program for specific activities did not contain the information noted in item numbers 5 & 6 below:



1. The child's name;
2. The location of the activity;
3. Arrangements for going to and from the activity;
4. Start and end time of the activity;
5. Time period for when permission is given.;
6. Parent/guardian's signature and date.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. 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: 03/15/2018

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.

Finding: 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 2 below:

1. The training was not completed within sixty days of hire;
2. The 3 or 6 hour training expired;
3. Not all administrators, Child Care Staff Members, and substitutes have completed the training.

Refer to the discussion on 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: 03/15/2018

Domain: 08 Staff Files

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

Code: Program staff is required to create a profile in the Ohio Professional Registry and submit background checks to ODJFS.

Finding: In review of the staff records, it was determined that an owner, administrator or individual did not complete the requirements of this rule as noted in number 3 below:

1. Individuals employed on or after October 29, 2017, did not create a profile in the OPR;



2. Individuals employed prior to October 29, 2017 did not create a profile in the OPR by January 1, 2018;
3. Individuals employed prior to October 29, 2017, did not submit the JFS 01175 "Request for a Background Check for Child Care" with the BCI and FBI checks to ODJFS by January 1, 2018.

Submit the program's corrective action plan, which includes a statement that the individual(s) have created a profile in the OPR, and/or the individual(s) have submitted the JFS 01175 to ODJFS, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/15/2018

Domain: 08 Staff Files

Rule: 5101:2-12-08 Medical Statement

Code: The program staff medicals are required to include all information.

Finding: In review of the staff records, it was determined that the medical statements for those employees listed on the Employee Record Chart did not include the required information listed below in number 3c

1. Date of examination;
2. Signature, business address, and telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination;
3. A statement that verifies that the employee is:
 - a. Physically fit for employment in a program caring for children;
 - b. Immunized against Tetanus, Diphtheria, Pertussis (Tdap);
 - c. Immunized against Measles, Mumps, and Rubella (MMR)

Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/15/2018

Domain: 08 Staff Files

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

Code: The program is required to have staff complete the online staff orientation training before they are permitted to have sole responsibility of children.

Finding: During the inspection, it was determined that Child Care Staff Member discussed had sole responsibility of children and had not completed the online orientation, 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: 03/15/2018

Domain: 09 Children's Files

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

Code: 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.

Finding: 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 1 below:

1. The program used an old version of the JFS 01217;
2. The signature date on the JFS 01217 exceeded more than 12 months;
3. The time period to administer the medication on the JFS 01217 was exceeded;
4. The JFS 01217 included more than one medication;
5. The JFS 01217 included more than one child's name;
6. The JFS 01217 was not on file for one year.

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

Corrective Action Plan Due: 03/15/2018

Domain: 09 Children's Files

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

Code: The program is required to have a completed JFS 01234 "Child Enrollment and Health Information For Child Care" on file for each child enrolled.

Finding: 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 numbers 1, 3, 7, 10 below:

1. Complete parent information;
2. Complete emergency contact information;
3. Complete physician information;
4. Information regarding the parent list;
5. Health information;



6. Additional information for all boxes checked "yes";
7. Emergency transportation information;
8. Parent/guardian's signature;
9. Diapering Statement;
10. Acknowledgement of Policies and Procedures.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. 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: 03/15/2018

Rules In-Compliance/Not Verified

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Meal and Snack Requirements	Compliant	
5101:2-12-13 Handwashing Requirements	Compliant	
5101:2-12-04 Fire Approval	Compliant	
5101:2-12-16 Management of Communicable Disease	Compliant	
5101:2-12-13 Smoke Free Environment	Compliant	
5101:2-12-07 Administrator Qualifications	Compliant	
5101:2-12-08 Child Care Staff Member Educational Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-16 Written Disaster Plan	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Food License	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Sanitary Equipment and Environment	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	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard Precautions	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Compliant	
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 Handling/Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Written Program Policies and Procedures	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Emergency Drills	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Materials and Equipment	Compliant	



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
5101:2-12-04 Building Approval	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 License Posted	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Space Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cots and Napping	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-15 Medical/Physical Care Plans	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Separation of Children Under 2 1/2 Years	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator	Compliant	



Responsibilities/Requirements		
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Professional Development Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Incident/Injury Reporting	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Group Size	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 Ratio	Compliant	