



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
Fire Inspection Approval Date 03/27/2017	Food Service Risk Level Level IV		

Inspection Information		
Inspection Type Provisional	Inspection Scope Full	Inspection Notice Unannounced
Inspection Day 1 06/19/2018	Begin Time 8:45 AM	End Time 4:15 PM
Reviewer: DIANE TRACZYK		

Summary of Findings				
No. Rules Verified 57	No. Rules with Non-compliances 10	No. Serious Risk 0	No. Moderate Risk 3	No. Low Risk 9

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		84	0	84
Total Capacity/Enrollment		84	0	84

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
5-8 year ols	School-Age to < 11 years	1 to 19	2nd - in gym



9-11 year olds	School-Age to < 11 years	2 to 24	2nd
9-11 year olds	School-Age to < 11 years	2 to 47	3rd - combined with 5-8 year olds
12-14 year olds	11 years +	2 to 12	1st - leaving for field trip
12-14 year olds	11 years +	1 to 13	2nd

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: 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.

Finding: During the inspection, required staff/child ratios were not maintained for different groups on multiple occasions, as noted below:

The ratio determined for the school-age group was 1 Child Care Staff Member for 19 children. Additionally, a ratio of 2 Child Care Staff Members for 47 children was determined for the combined school-age group.

Additional 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: 07/19/2018



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(s) had sole responsibility of children in the summer camp/school-age groups 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: 07/19/2018

Domain: 09 Children's Files

Rule: 5101:2-12-15 Medical/Physical Care Plans

Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan" on file at the program for any child having a health condition.

Finding: A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan" must be on file for any child having health conditions which require monitoring for symptoms or a medical procedure be performed at the program. In review of the children's records, it was determined that the required written information was not on file for at least one child indicated on the Children Record Review, which would allow child care staff members to perform a medical procedure or properly care for a child with a health condition. Secure this information. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236 "Child Medical/Physical Care Plan(s)", to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018

Low Risk Non-Compliances

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records



Code: The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the attendance record for a period of one year.

Finding: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number 2 below:

1. No attendance record was being maintained;
2. The attendance record was not being consistently completed;
3. The attendance documentation was not kept at the program for a period of one year.

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: 07/19/2018

Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to have staff trained in CPR, First Aid, and Communicable Diseases on all trips.

Finding: During the inspection, it was determined that a person trained in cardiopulmonary resuscitation (CPR), first aid and management of communicable disease, had not been present for the following numbers 2 & 3 below as required by the rule:

1. In the vehicle for routine trips;
2. In the vehicle for field trips;
3. At the destination on all field trips.

Secure current training for the area needed or restructure the staff who are currently trained on the vehicle during routine trips and field trips. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018

Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to have the parent for each child complete the required information on the trip permission form.

Finding: In review of the program's records, it was determined that the form used to secure the written



permission of the parent/guardian for a field trip or routine trip was missing the required information listed in number 4 below:

1. The child's name;
2. The date(s) of the trip(s) (field trips only);
3. The destination(s) of the trip(s);
4. The departure and return time(s) of the trip(s) (field trips only);
5. The signature of the parent;
6. The date on which the permission was signed;
7. A statement notifying parents how their child will be transported.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018

Domain: 06 Program Information

Rule: 5101:2-12-24 Swimming and Water Safety Requirements

Code: The program is required to obtain parental permission before a swimming activity.

Finding: In the review of the program's records, it was determined that the written parental permission for children to participate in water/swimming activities was missing the required information indicated in number 4 below:

1. The child's name and date of birth;
2. Statement indicating whether the child is a non-swimmer or capable of swimming;
3. Location of the water activities or swimming site by water of eighteen or more inches in depth;
4. A statement of whether or not the program is providing additional adults or Child Care Staff Members above the licensing ratio requirements for this activity;
5. A signature and date from the parent indicating permission for the activity.
6. Other: time of arrival and/or departure

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. Submit the program's corrective action plan, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018



Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to take all required safety and health items on trips.

Finding: During the inspection, it was determined that not all required items were not taken on a field trip and/or routine trip as determined in that the item number 2 below was missing:

1. Completed copies of the JFS 01234 "Child Enrollment and Health Information For Child Care" (except routine walks);
2. First aid supplies (toothsaver kit, water, soap);
3. A working cellular phone or other means of immediate communication (not to be used while a vehicle is in motion);
4. Written record of children on the trip, including which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency.

Provide staff training. Submit the program's corrective action plan, which includes a written plan that ensures these safety guidelines will be met when children are transported, and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018

Domain: 08 Staff Files

Rule: 5101:2-12-08 Medical Statement

Code: The program staff medicals are required to be completed and on file at the program.

Finding: In review of the staff records, it was determined that completed medical examination statement(s) for the employee(s) listed on the Employee Record Chart were not on file, as required by this rule. Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/19/2018

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.

Finding: 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: 07/19/2018

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, as it is only valid for three years;
3. Not all administrators, Child Care Staff Members, and substitutes have completed the training.

Refer to the Employee Record Chart for the name(s) of the Child Care Staff Member(s) 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: 07/19/2018

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

Corrective Action Plan Due: 07/19/2018

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	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-14 Transportation - Driver 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	
5101:2-12-11 Outdoor Play Equipment	Compliant	
5101:2-12-17 Daily Outdoor Play	Compliant	
5101:2-12-04 Building Approval	Compliant	
5101:2-12-02 License Posted	Compliant	
5101:2-12-11 Outdoor Space Requirements	Compliant	
5101:2-12-19 Supervision	Compliant	
5101:2-12-02 Current Information	Compliant	
5101:2-12-17 Daily Schedule	Compliant	
5101:2-12-12 Safe Equipment	Compliant	
5101:2-12-03 Inspection Requirements	Compliant	
5101:2-12-07 Administrator Responsibilities/Requirements	Compliant	
5101:2-12-08 Orientation and Staff	Compliant	



Records		
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
5101:2-12-14 Transportation - Vehicle Requirements	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
5101:2-12-25 Medication Administration and Food Supplements	Compliant	