



## 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<br>My Little School                          | Program Number<br>2180018777         | Program Type<br>Child Care Center |                   |
| Address<br>5919 teletowne drivesuite 2 toledo<br>OH 43612 |                                      | County<br>LUCAS                   |                   |
| Summary of Program Information                            |                                      |                                   |                   |
| Building Approval Date<br>09/21/1993                      | Use Group/Code<br>I-2                | Occupancy Limit<br>159            | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>02/05/2019               | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>02/23/2022 | Begin Time 9:00 AM       | End Time 1:15 PM                 |
| Reviewer:<br>Maribeth Tercha  |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>3 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>3 |

| 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)                                 |                  | 3          | 0         | 3     |
| Young Toddler   |                  | 7          | 0         | 7     |
| <b>Total Under 2 ½ Years</b>                              | 97               | 10         | 0         | 10    |
| Older Toddler   |                  | 10         | 0         | 10    |
| Preschool   |                  | 11         | 0         | 11    |
| School Age  |                  | 7          | 0         | 7     |
| <b>Total Capacity/Enrollment</b>                          | 97               | 28         | 0         | 38    |

| Staff-Child Ratios at the Time of Inspection |                 |                |         |
|--|-----------------|----------------|---------|
| Group  | Age Group/Range | Ratio Observed | Comment |
|  |                 |                |         |



|                     |                          |         |  |
|---------------------|--------------------------|---------|--|
| Infants             | 0 to < 12 months         | 1 to 3  |  |
| Toddlers            | 18 months to < 30 months | 1 to 5  |  |
| Transition Toddlers | 30 months to < 36 months | 3 to 10 |  |
| Preschool           | 3 years to < 4 years     | 1 to 7  |  |

**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**

**No Moderate Risk Non-Compliances were observed during this inspection**

**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 original attendance record at the center 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 original 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: 09/22/2022

**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 or in the Ohio Professional Registry.

Finding: In review of the staff records, it was determined that verification of a high school education was not on file nor verified in the Ohio Professional Registry 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: 09/22/2022

**Domain: 09 Children's Files**

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

Code: The program is required to use the updated JFS 01234 "Child Enrollment and Health Information For Child Care".



**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 numbe 8 below.

1. No enrollment form was completed for at least one child
2. The current JFS 01234 was not completed for at least one child
3. Complete child information
4. Complete parent information
5. Complete emergency contact information
6. Complete physician information
7. Information regarding the parent list
8. Health information
9. Additional information for all boxes checked "yes"
10. Emergency transportation information
11. Parent/guardian's signature
12. Diapering Statement
13. Acknowledgement of Policies and Procedures
14. Enrollment form for at least one child was not updated by either the parent or the administrator
15. Enrollment form for at least one child was not signed by the administrator
16. Other [ ]

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.

**Rules In-Compliance/Not Verified**

| Rule                              | Status    | Documenting Statement(s), If applicable  |
|-----------------------------------|-----------|--|
| Rule: 5101:2-12-02 License Posted | Compliant | Documenting Statement: The license was in a location visible to parents as required. |

| Rule                                   | Status    | Documenting Statement(s), If applicable                                   |
|--|-----------|---|
| Rule: 5101:2-12-02 Current Information | Compliant | Documenting Statement: The program had current information entered in the |



|  |           | Ohio Child Licensing and Quality System (OCLQS).  |
|--|-----------|---|
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-03 Inspection Requirements                     | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding compliance inspections and complaint investigations were discussed.                            |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-04 Building Department Inspection              | Compliant | Documenting Statement: On the day of the inspection, the program was operating in compliance with the current building approval(s).   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-04 Fire Inspection                             | Compliant | Documenting Statement: Please Note: Documentation of a fire inspection without any uncorrected violations must be secured for the program. Secure a new fire inspection by 1/20/23. |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-04 Food Service Requirements                   | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: JTUK B5MKT7 and 3/1/23.                                  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-05 Denial, Revocation and Suspension                 | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-07 Administrator Qualifications                | Compliant | Documenting Statement: The administrator has completed the rules review course.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements | Compliant | Documenting Statement: The administrator's hours of availability to meet with parents were posted in a noticeable location.   |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-07 Written Program Policies and Procedures          | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding the program's written policies and procedures were discussed.         |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.   |
| Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.                               |
| Rule: 5101:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.                 |
| Rule: 5101:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding health training were discussed.                                       |
| Rule: 5101:2-12-10 Professional Development Requirements            | Compliant | Documenting Statement: At the time of the inspection, all child care staff members had completed the required amount of professional development training. |
| Rule: 5101:2-12-11 Indoor Space Requirements                        | Compliant | Documenting Statement: The restrooms are used exclusively by the program.  |
| 5101:2-12-11 Separation of Children Under 2 1/2 Years               | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-11 Outdoor Space Requirements         | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 7/5/2022. |
| Rule: 5101:2-12-11 Outdoor Play Equipment             | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding outdoor play equipment were discussed.  |
| Rule: 5101:2-12-11 Outdoor Play Fall Zones            | Compliant | Documenting Statement: The protective material used under outdoor equipment was rubber mulch.  |
| Rule: 5101:2-12-12 Safe Equipment                     | Compliant | Documenting Statement: Equipment was observed to be in good condition.   |
| Rule: 5101:2-12-12 Safe Environment                   | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.  |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment | Compliant | Documenting Statement: During the inspection, the equipment was observed clean and in good repair.   |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding sanitary equipment and environment were discussed.                            |
| Rule: 5101:2-12-13 Handwashing Requirements           | Compliant | Documenting Statement: Staff and children were observed washing hands as required by the rule.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-13 Smoke Free Environment                      | Compliant | Documenting Statement: A notice was observed posted stating that smoking is prohibited at the program.  |
| Rule: 5101:2-12-14 Transportation and Field Trip Procedures    | Compliant | Documenting Statement: The form(s) used by the program for routine and/or field trips were verified to meet the requirements of the rule.   |
| Rule: 5101:2-12-14 Transportation - Driver Requirements        | Compliant | Documenting Statement: The driver(s) had completed the required ODJFS driver training.  |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements       | Compliant | Documenting Statement: An annual safety check of the vehicle(s), using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, was verified and dated 6/23/22.               |
| Rule: 5101:2-12-15 Medical/Physical Care Plans                 | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding caring for children with a specific health condition were discussed.                                   |
| Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant | Documenting Statement: On the day of the inspection, the complete prescribed JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care" were posted in the program as required. |
| Rule: 5101:2-12-16 Emergency Drills                            | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.  |





| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5101:2-12-16 First Aid/Standard Precautions     | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| Rule: 5101:2-12-16 Management of Communicable Disease | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.  |
| Rule: 5101:2-12-16 Management of Communicable Disease | Compliant | Documenting Statement: The program staff stated parents were informed when their child had any exposure to a contagious illness by number 3 below:<br><br>1. A posted notice;<br>2. Verbal communication;<br>3. A written notice sent home;<br>4. A note posted on the classroom door;<br>5. Other [ ]. |
| Rule: 5101:2-12-16 Incident/Injury Reporting          | Compliant | Documenting Statement: The JFS 01299 "Incident/Injury Report For Child Care" forms reviewed during this inspection were complete as required.   |
| Rule: 5101:2-12-16 Written Disaster Plan              | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding the written disaster plan were discussed.  |
| Rule: 5101:2-12-17 Daily Schedule                     | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| Rule: 5101:2-12-17 Materials and Equipment            | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.   |



| Rule                                  | Status    | Documenting Statement(s), If applicable   |
|---------------------------------------|-----------|---|
| Rule: 5101:2-12-17 Daily Outdoor Play | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding daily outdoor play were discussed.                     |
| Rule: 5101:2-12-18 License Capacity   | Compliant | Documenting Statement: The program was operating within their license capacity limits.  |
| Rule: 5101:2-12-18 Ratio              | Compliant | Documenting Statement: During the inspection, enough Child Care Staff Members were employed to meet the staff/child ratios.                 |
| Rule: 5101:2-12-18 Group Size         | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.  |
| Rule: 5101:2-12-19 Supervision        | Compliant | Documenting Statement: During the inspection, child care staff were observed meeting the basic needs of all children assigned to the group. |
| Rule: 5101:2-12-19 Child Guidance     | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection.                  |
| Rule: 5101:2-12-20 Cots and Napping   | Compliant | Documenting Statement: Cots were placed appropriately and safely during nap time.   |
| Rule                                  | Status    | Documenting Statement(s), If applicable   |



|   |               |   |
|---|---------------|---|
| Rule: 5101:2-12-20 Cribs                              | Compliant     | Documenting Statement: During the inspection, the requirements of the rule regarding cribs were discussed.            |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-22 Meal and Snack Requirements        | Compliant     | Documenting Statement: The menu was posted in lobby.  |
| Rule: 5101:2-12-22 Meal and Snack Requirements        | Compliant     | Documenting Statement: During the inspection, the requirements of the rule regarding meals and snacks were discussed. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-22 Fluid Milk Requirements            | Compliant     | Documenting Statement: During the inspection, the requirements of the rule regarding fluid milk were discussed.       |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-22 Safe Food Handling/Storage         | Compliant     | Documenting Statement: Food was stored in a safe and sanitary manner.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-23 Infant Daily Care                  | Compliant     | Documenting Statement: An appropriate program of activities with infants was observed.                                |
| Rule: 5101:2-12-23 Infant Daily Care                  | Compliant     | Documenting Statement: Appropriate daily written records for all infants were viewed.                                 |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-23 Infant Bottle and Food Preparation | Compliant     | Documenting Statement: All bottles were labeled as required.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-23 Diapering and Toilet Training      | Compliant     | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the infant room. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |



|  |           |   |
|--|-----------|---|
| Rule: 5101:2-12-25 Medication Administration | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding administering medication, food supplements and medical foods were discussed. |
|--|-----------|---|