



## 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>Childtime Learning Center         | Program Number<br>2200023024         | Program Type<br>Child Care Center |                   |
| Address<br>4990 Roberts Road Hilliard<br>OH 43026 |                                      | County<br>FRANKLIN                |                   |
| Building Approval Date                            | Use Group/Code                       | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>11/22/2021       | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Follow-up  | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>03/21/2022 | Begin Time 11:15 AM      | End Time 12:25 PM                |
| Inspection Date<br>03/22/2022 | Begin Time 2:10 PM       | End Time 3:10 PM                 |
| Inspection Date<br>03/22/2022 | Begin Time 8:00 AM       | End Time 1:40 PM                 |
| Reviewer:<br>CHRISTY HUNTER   |                          |                                  |
| Reviewer:<br>CHRISTY HUNTER   |                          |                                  |
| Reviewer:<br>CHRISTY HUNTER   |                          |                                  |

| Summary of Findings      |                                      |                       |                        |                    |
|--------------------------|--------------------------------------|-----------------------|------------------------|--------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>11 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>12 |

| 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)                                 |                  | 26         | 0         | 26    |
| Young Toddler   |                  | 21         | 0         | 21    |
| <b>Total Under 2 ½ Years</b>                              | 170              | 47         | 0         | 47    |



|                                  |     |    |    |     |
|----------------------------------|-----|----|----|-----|
| Older Toddler                    |     | 11 | 0  | 11  |
| Preschool                        |     | 76 | 0  | 76  |
| School Age                       |     | 0  | 19 | 19  |
| <b>Total Capacity/Enrollment</b> | 170 | 87 | 19 | 153 |

| Staff-Child Ratios at the Time of Inspection |                          |                |                                  |
|--|--------------------------|----------------|----------------------------------|
| Group  | Age Group/Range          | Ratio Observed | Comment                          |
| Infant                                       | 0 to < 12 months         | 1 to 5         | group 1 - a.m,                   |
| Infant                                       | 0 to < 12 months         | 2 to 7         | group 1 - lunch                  |
| Infant                                       | 0 to < 12 months         | 2 to 5         | group 2 - a.m.                   |
| Infant                                       | 0 to < 12 months         | 1 to 5         | group 2 - lunch                  |
| Two's  | 30 months to < 36 months | 2 to 12        | a.m.                             |
| Two's  | 30 months to < 36 months | 2 to 13        | lunch                            |
| Toddler                                      | 18 months to < 30 months | 2 to 10        | a.m.                             |
| Toddler                                      | 18 months to < 30 months | 2 to 10        | lunch                            |
| Early Preschool                              | 3 years to < 4 years     | 2 to 10        | a.m.                             |
| Early Preschool                              | 3 years to < 4 years     | 2 to 10        | lunch                            |
| Preschool                                    | 3 years to < 4 years     | 2 to 14        | a.m.                             |
| Preschool                                    | 3 years to < 4 years     | 2 to 16        | lunch                            |
| PreK   | 4 years to < 5 years     | 2 to 16        | group 1 - a.m.<br>(carpet side)  |
| PreK   | 4 years to < 5 years     | 2 to 17        | group 1 - lunch<br>(carpet side) |
| PreK   | 4 years to < 5 years     | 1 to 12        | group 2 - lunch<br>(tile side)   |
| PreK   | 4 years to < 5 years     | 1 to 12        | group 2 - lunch<br>(tile side)   |

**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  |
|---|
| <b>No Serious Risk Non-Compliances were observed during this inspection</b> |
|   |
|   |



### Moderate Risk Non-Compliances

No Moderate Risk Non-Compliances were observed during this inspection

### Low Risk Non-Compliances

#### Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-13 Handwashing Requirements

Code: The program is required to have all staff wash their hands as outlined in rule.

Finding: During the inspection, it was determined that at least one staff member with the infant group did not wash his or her hands at the time listed in number(s) 5 below, as required in rule.

1. Upon arrival for the day.
2. Prior to departure.
3. Upon entry into a classroom.
4. After toileting or assisting a child with toileting.
5. After each diaper change or pull-up change.
6. After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
7. After cleaning or sanitizing or using any chemical products.
8. After handling pets, pet cages or other pet objects that have come in contact with the pet.
9. Before eating, serving or preparing food or bottles or feeding a child.
10. Before and after completing a medical procedure or administering medication.
11. When visibly soiled (must use soap and water).
12. Other [ ].

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

Corrective Action Plan Due: 04/21/2022



**Domain: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to post and implement the JFS 01242 "Medical, Dental, and General Emergency Plan" when necessary.

Finding: During the inspection, it was determined the requirements for the JFS 01242 "Medical, Dental, and General Emergency Plan for Child Care" were not followed as noted in number(s) 8 below:

1. The plan was not posted in each classroom.
2. The plan was not posted in other spaces used by children.
3. The name, address and telephone number of the program were not complete.
4. The location of first aid kit, fire extinguishers and fire alarm system, fire alarm pull stations and electrical circuit box were not complete.
5. The telephone number for emergency squad, fire department, hospital, poison control program, public children services agency, local health department, local emergency management agency, and police department were not complete.
6. Location of children's records was not complete.
7. Emergency information including any medications or supplies needed in the event of an evacuation was not complete.
8. The current version of the prescribed form was not used.
9. The plan was not implemented when necessary in that [ ].

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

Corrective Action Plan Due: 04/21/2022

**Domain: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to have the JFS 01201 "Dental First Aid" posted in a readily available area at the program.

Finding: During the inspection it was determined that the current version of the JFS 01201 "Dental First Aid" was not posted in a location readily available to center staff and parents as required. 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: 07 Diapering & Infant Care**

Rule: 5101:2-12-23 Diapering and Toilet Training

Code: The program staff is required to have adequate supplies for diapering available.

Finding: During the inspection, it was determined the required supplies were not available for diaper changing as noted in number(s) 1 below:

1. There was no disposable separation material;
2. There was no germicidal solution for sanitizing;
3. There were no plastic containers or bags for the storage of soiled clothing;
4. Other [ ].

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

Corrective Action Plan Due: 04/21/2022

**Domain: 08 Staff Files**

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

Code: The program is required to maintain a current JFS 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.

Finding: In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart, as noted in number(s) 3 below:

1. The JFS 01176 Program Notification of Background Check Review for Child Care the program received from the Department was not on file and the individual was not left alone with children.
2. The JFS 01177 Individual Notification of Background Check Review for Child Care was on file instead of the JFS 01176.
3. The JFS 01176 on file was for a different program.

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/21/2022



**Domain: 08 Staff Files**

**Rule:** 5101:2-12-08 Orientation Training & Whistle Blower Protection

**Code:** The program is required to have staff complete the online staff orientation training.

**Finding:** In review of the staff records, it was determined that child care staff member(s) had not completed the online orientation training as noted in number(s) 2 below:

1. Within 30 days of starting employment at the program as a child care staff member.
2. No documentation of completing the training after December 31, 2016.
3. Completion of the training was not verified in the OPR.

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

Corrective Action Plan Due: 04/21/2022

**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.

**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: 04/21/2022

**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 a completed medical examination statement for the employee(s) listed on the Employee Record Chart was 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: 04/21/2022

**Domain: 08 Staff Files**

Rule: 5101:2-12-07 Administrator Responsibilities/Requirements

Code: The program administrator is required to maintain current employee records in the Ohio Professional Registry.

Finding: During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number(s) 2, 3, 4, 5, 7 below:

1. At least one administrator, employee or child care staff member (including substitutes) had not created a profile.
2. At least one administrator, employee or child care staff member had not created an employment record for the program on or before their first day of employment.
3. At least one administrator, employee or child care staff member had not updated changes to positions or roles within five calendar days of the change.
4. The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard.
5. At least one individual's schedule was not current.
6. At least one individual's position or role did not include an applicable group assignment.
7. At least one individual's employment had not been end dated.
8. Other: [ ]

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

Corrective Action Plan Due: 04/21/2022

**Domain: 08 Staff Files**

Rule: 5101:2-12-10 Health Training Requirements

Code: The program is required to have staff complete training in child abuse and neglect recognition and prevention within sixty days of hire.

Finding: In review of the staff records, it was determined that at least one child care staff member had not completed training in child abuse and neglect recognition and prevention as noted in number(s) 2 below:

1. The training was not completed within sixty days of hire.



2. The training was expired, as it is only valid for two years.

Refer to the Employee Record Chart for the name(s) of the child care staff member(s) who must complete training in child abuse and neglect recognition and prevention. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/21/2022

**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration

Code: The program is required to removed all medication, medical foods and topical products that are no longer being administered or have expired.

Finding: During the inspection, it was determined that medication, medical foods and/or topical products had not been removed from the program and were no longer needed or had expired. 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: 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 number(s) 14 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   |
|--|-----------|---|
| 5101:2-12-02 License Posted                  | Compliant |   |
| 5101:2-12-02 Current Information             | Compliant |   |
| 5101:2-12-03 Inspection Requirements         | Compliant |   |
| 5101:2-12-04 Building Department Inspection  | Compliant |   |
| 5101:2-12-04 Fire Inspection                 | Compliant |   |
| 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:<br>#9945576, exp. 3/1/23.  |
|--|-----------|---|
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-07 Administrator Qualifications                | 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   |
| 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   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Indoor Space Requirements                   | 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   |
| 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 12/6/21. |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Outdoor Play Equipment                      | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Play Fall Zones               | Compliant | Documenting Statement: The protective material used under outdoor equipment was poured surface.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-12 Safe Equipment                              | Compliant |   |



| Rule   | Status    | Documenting Statement(s), If applicable  |
|--|-----------|--|
| Rule: 5101:2-12-12 Safe Environment                      | Compliant | Documenting Statement: All area rugs had nonskid backing.  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment    | Compliant | Documenting Statement: On the day of the inspection, the program provided a clean environment in accordance with Appendix A of this rule, which included the furniture, materials and equipment. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Smoke Free Environment                      | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-14 Transportation and Field Trip Procedures    | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-14 Transportation - Driver Requirements  | Compliant | Documenting Statement: The driver(s) had completed the required ODJFS driver training.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 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 3/17/22.                    |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-15 Medical/Physical Care Plans           | Compliant | Documenting Statement: The program had current information on the medical status and the required treatment plan for the children with health conditions.  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 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  |



| 5101:2-12-16 First Aid/Standard Precautions           | Compliant |   |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Written Disaster Plan                    | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-17 Daily Schedule                     | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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: Outdoor play was observed for the toddler and school-age groups.   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 License Capacity                   | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding license capacity were discussed (toddler classroom has children that attend different days). |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 Ratio                              | Compliant | Documenting Statement: The Appendix A "Staff/Child Ratios, Age Grouping and Maximum Group Size" was posted in a   |



|  |           | noticeable area at the program as required.  |
|--|-----------|--|
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-18 Group Size                        | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-18 Attendance Records          | Compliant | Documenting Statement: Child Care Staff Members were observed recording the attendance for each child upon arrival and documenting each child's departure. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-19 Supervision                       | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-19 Child Guidance                    | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-20 Cots and Napping                  | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-20 Cribs                       | Compliant | Documenting Statement: Cribs were separated from the play space by a safe and sturdy and physical barrier.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: The program served the following: lunch (grilled chicken, mashed potatoes, peaches, corn bread and milk).                           |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-22 Fluid Milk Requirements           | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-22 Safe Food Handling/Storage        | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-23 Infant Daily Care                 | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable                      |
|---|-----------|--|
| Rule: 5101:2-12-23 Infant Bottle and Food Preparation | Compliant | Documenting Statement: All bottles were labeled as required. |