



## 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>Heritage Christian Childcare Center         | Program Number<br>2210023960        | Program Type<br>Child Care Center |                         |
| Address<br>52329 National Rd. SAINT CLAIRSVILLE<br>OH 43950 |                                     | County<br>BELMONT                 |                         |
| Building Approval Date<br>12/07/2011                        | Use Group/Code<br>E                 | Occupancy Limit<br>78             | Maximum Under 2 ½<br>20 |
| Fire Inspection Approval Date<br>07/28/2021                 | Food Service Risk Level<br>Level II |                                   |                         |

| Inspection Information         |                          |                                  |
|--------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Provisional | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>11/09/2021  | Begin Time 10:20 AM      | End Time 1:30 PM                 |
| Reviewer:<br>JENNIFER COPE     |                          |                                  |

| 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)                                 |                  | 8          | 0         | 8     |
| Young Toddler   |                  | 9          | 0         | 9     |
| <b>Total Under 2 ½ Years</b>                              | 20               | 17         | 0         | 17    |
| Older Toddler   |                  | 5          | 0         | 5     |
| Preschool   |                  | 25         | 0         | 25    |
| School Age  |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 78               | 30         | 0         | 47    |

| Staff-Child Ratios at the Time of Inspection |                  |                |         |
|--|------------------|----------------|---------|
| Group  | Age Group/Range  | Ratio Observed | Comment |
| Infants                                      | 0 to < 12 months | 1 to 3         | Arrival |



|                  |                          |         |           |
|------------------|--------------------------|---------|-----------|
| Infants          | 0 to < 12 months         | 1 to 4  | Free play |
| Younger toddlers | 18 months to < 30 months | 1 to 5  | Arrival   |
| Younger toddlers | 18 months to < 30 months | 2 to 7  | Lunch     |
| Younger toddlers | 18 months to < 30 months | 2 to 7  | Nap       |
| Older toddlers   | 18 months to < 30 months | 2 to 5  | Arrival   |
| Older toddlers   | 18 months to < 30 months | 1 to 5  | Lunch     |
| Older toddlers   | 18 months to < 30 months | 1 to 5  | Nap       |
| Preschool        | 3 years to < 4 years     | 3 to 13 | Arrival   |
| Preschool        | 3 years to < 4 years     | 3 to 14 | Lunch     |
| Preschool        | 3 years to < 4 years     | 3 to 14 | Nap       |

### 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: 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: 12/09/2021

#### Domain: 08 Staff Files

Rule: 5101:2-12-10 Professional Development Requirements

Code: The program is required to ensure child care staff members, including substitutes used more than ninety days annually, obtain at least 6 hours of professional development each state fiscal year.

Finding: In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement as noted in number(s) 1 below:

1. The child care staff member(s) had not completed at least six hours of professional development.
2. Documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule.
3. Training topic did not meet the requirements listed in appendix A of this rule.
4. Documentation of training did not meet the requirements of this rule.
5. The substitute(s) had been used more than ninety days annually between July first and June thirtieth and had not completed at least six hours of professional development
6. Other [ ].

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

Corrective Action Plan Due: 12/09/2021



## Domain: 10 Written Policies & Procedures

**Rule:** 5101:2-12-07 Written Program Policies and Procedures

**Code:** The program's policies and procedures are required to include all topics outlined in rule.

**Finding:** During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing item number(s) 15 and 17 below:

### General Information

1. Program name, address, email address and telephone number.
2. Description of the program's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
4. Staff/child ratios and group size.
5. Opportunities for parent involvement in program activities.
6. Opportunities for parents to meet with teachers regarding their child.
7. Payment schedule, overtime charges and registration fees as applicable.
8. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

### Program Policies and Procedures

9. Enrollment including required enrollment information.
10. Care of children without immunizations.
11. Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
12. Supervision of children, including a separate supervision policy for school-age children, if applicable.
13. Child guidance.
14. Suspension and expulsion.
15. Compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.
16. Outdoor play, including limitations placed on outdoor play due to weather or safety issues (considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.)
17. Food and dietary policy, including, information regarding meeting one-third of the child's recommended daily dietary allowance, policy regarding formula, breast milk, meals and snacks, and a policy on providing supplemental food.
18. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child.
19. Summary of procedures taken in the event of an emergency, serious illness or injury.
20. Administration of medication and topical products including medical foods, modified diets and whether school age children are permitted to carry their own medication and ointments.
21. Transportation for fieldtrips, routine trips (if applicable) and emergencies, including if the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
22. Water activities/swimming.
23. Infant care, if applicable, including feeding, frequency of diaper checks and information about daily activities.
24. Sleeping, Napping and Resting.
25. Evening and overnight care, if applicable.
26. Policy on hours of operation including closing due to weather, school delays or closings and any other factors.



- 27. Situations that may require disenrollment of a child, if applicable.
- 28. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care program.
- 29. Formal screenings and assessments on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Revise the program's written policies and procedures to include the missing information. Submit the program's corrective action plan, which includes the revised written policies and procedures, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/09/2021

**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   |
| 5101:2-12-02 Current Information                  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-03 Inspection Requirements              | Compliant |   |
| 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 7/28/2022.  |
|---|-----------|---|
| 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: #DSHK-BXWQ9B; 3/1/2022.          |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-05 Denial, Revocation and Suspension                      | Compliant |   |
| 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 Administrator Responsibilities/Requirements            | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.                                    |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, |



|   |           | CPR, and Child Abuse Prevention present and readily accessible during all hours of operation.   |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Indoor Space Requirements          | Compliant | Documenting Statement: The restrooms are used exclusively by the program.   |
| 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   |
| 5101:2-12-11 Outdoor Space Requirements               | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Outdoor Play Equipment                   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Outdoor Play Fall Zones                  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-12 Safe Equipment                     | Compliant | Documenting Statement: Equipment was observed to be in good condition.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-12 Safe Environment                   | Compliant | Documenting Statement: A safe environment was observed during the inspection. Children were protected from items and conditions which threaten their health, safety and well-being. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-13 Handwashing Requirements           | Compliant | Documenting Statement: Children were viewed washing their hands, as required by the rule.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-13 Smoke Free Environment                      | Compliant | Documenting Statement: No smoking was allowed on the premises, and the notice stating that smoking is prohibited was observed posted in a conspicuous place.                                |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-15 Child Medical and Enrollment Records        | Compliant | Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the records were complete, as required by the rule.                                  |
| 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 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   | 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   |
| 5101:2-12-17 Daily Outdoor Play              | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 License Capacity          | Compliant | Documenting Statement: The program was operating within their license capacity limits.  |
| 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: 5101:2-12-18 Ratio                     | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 Group Size                | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |



|   |               |   |
|---|---------------|---|
| Rule: 5101:2-12-18 Attendance Records           | Compliant     | Documenting Statement: During the inspection, attendance records were reviewed. Child Care Staff Members were viewed recording the attendance for each child upon arrival and departure. All attendance records met the requirements of the rule and were kept with the group at all times. |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-19 Supervision                  | Compliant     | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-19 Child Guidance                     | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-20 Cots and Napping                   | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-20 Cribs                        | Compliant     | Documenting Statement: All cribs were labeled with the assigned infant's name.  |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-22 Meal and Snack Requirements        | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-22 Fluid Milk Requirements            | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-22 Safe Food Handling/Storage         | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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>  |
| 5101:2-12-23 Infant Bottle and Food Preparation | Compliant     |   |



| Rule   | Status    | Documenting Statement(s), If applicable                              |
|--|-----------|--|
| Rule: 5101:2-12-23 Diapering and Toilet Training | Compliant | Documenting Statement: Infants' diapers were changed in their cribs. |

| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-25 Medication Administration | Compliant | Documenting Statement: The program had complete written documentation for administering medication or food supplements. |