

## 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>ST. CLAIRSVILLE HEAD START                   | Program Number<br>000000106037      | Program Type<br>Child Care Center |                        |
| Address<br>68421 Hammond Road ST. CLAIRSVILLE<br>OH<br>43950 |                                     |                                   | County<br>BELMONT      |
| Building Approval Date<br>11/26/2001                         | Use Group/Code<br>E                 | Occupancy Limit<br>24             | Maximum Under 2 ½<br>0 |
| Fire Inspection Approval Date<br>11/13/2023                  | Food Service Risk Level<br>Level II |                                   |                        |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>11/13/2024 | Begin Time<br>11:10 AM   | End Time<br>12:30 PM             |
| Reviewer:<br>JENNIFER COPE    |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>2 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>2 |

| 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     |
| <b>Total Under 2 ½ Years</b>                              | 0                | 0          | 0         | 0     |
| Older Toddler                                             |                  | 0          | 0         | 0     |
| Preschool                                                 |                  | 20         | 0         | 20    |
| School Age                                                |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 24               | 20         | 0         | 20    |

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

|           |                      |         |               |
|-----------|----------------------|---------|---------------|
| Preschool | 3 years to < 4 years | 3 to 17 | story time    |
| Preschool | 3 years to < 4 years | 3 to 17 | lunch         |
| Preschool | 3 years to < 4 years | 3 to 17 | toothbrushing |

### Summary of Non-Compliances

*If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

### 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's medical statements are required to be completed and on file at the program.

Finding: In review of the staff records, it was determined that the medical statements for the employees listed on the Employee Record Chart did not meet the requirements as listed in number(s) 6 below.

1. A medical statement was not on file for at least one employee;
2. The medical statement(s) on file did not have a date of examination within 12 months of the employee's first day of employment;
3. Date of examination was missing;
4. Signature, business address, or telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination was missing;
5. A statement was missing that verifies 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);
6. Tuberculosis (TB) screening/test information was missing:
  - a. Documentation of the screening process to determine if the employee resided in a country identified by the world health organization as having a high burden of TB and arrived in the United States within the five years preceding the date of application for employment.
  - b. Results of a TB test for employees meeting both criteria in 6a.
  - c. Results of additional testing for employees with a positive TB test.
  - d. Written statement, signed by a representative of the TB control unit, that the employee's TB is no longer infectious or the individual is receiving a TB treatment regimen for employees with a positive TB test.

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

Corrective Action Plan Due: 12/13/2024

**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. Additionally, the training must be completed before they are permitted to have sole responsibility of children.

Finding: In review of the staff records, it was determined that child care staff member(s) did not meet the requirements for completing the online orientation training as noted in number(s) 1 below:

1. The training was not completed within 30 days of starting employment at the program as a child care staff member.

2. Documentation of completing the training after December 31, 2016 was not on file.
3. Completion of the training was not verified in the OPR.
4. A child care staff member had sole responsibility of children and had not completed the online orientation.

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

Corrective Action Plan Due: 12/13/2024

#### 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: A copy of the certificate of occupancy was available on-site for review.                                     |
| 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 11/13/24.                                                                      |
|------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                                       | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| 5101:2-12-04 Food Service Requirements                     | Compliant |                                                                                                                                                                                                                                                           |
| 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: 5101:2-12-07 Written Program Policies and Procedures | Compliant | Documenting Statement: The written policies and procedures reviewed on the day of the inspection were verified as complete.                                                                                                                               |
| 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: 5101:2-12-10 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                                                                                                                                             |
| Rule: 5101:2-12-11 Outdoor Space Requirements            | Compliant | Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.                                                                                |
| 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: Staff and children were observed washing hands as required by the rule.                                                                                      |

| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
|----------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5101:2-12-13 Smoke Free Environment                            | Compliant |                                                                                                                                                                                             |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| 5101:2-12-13 Toothbrushing Requirements                        | Compliant |                                                                                                                                                                                             |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| 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                                                           | 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: 5101:2-12-15 Child Medical and Enrollment Records        | Compliant | Documenting Statement: In review of 25% of the records, at the time of the inspection, children's medical statements were complete and on file, 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                                                                                                                     |
|-------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                  | 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                                                                                                                     |
| 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.                                                               |
| <b>Rule</b>                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                             |
| Rule: 5101:2-12-18 Group Size                       | Compliant     | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.                                                           |
| <b>Rule</b>                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                             |
| 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. |
| <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>                                                                                                             |
| 5101:2-12-22 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>                                                                                                             |
| 5101:2-12-24 Swimming and Water Safety Requirements | Compliant     |                                                                                                                                                            |
| <b>Rule</b>                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                             |
| Rule: 5101:2-12-25 Medication Administration        | Compliant     | Documenting Statement: The program had complete written documentation for administering medication or food supplements.                                    |



**Department of  
Children & Youth**

| 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: 5101:2-12-16 Written Disaster Plan                            | Compliant | Documenting Statement: Annual training of the written disaster plan was completed by staff.                              |
| Rule: 5101:2-12-16 Written Disaster Plan                            | Compliant | Documenting Statement: The program's written disaster plan was reviewed during the inspection and met the requirements.  |