



## 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>VENICE PRESBYTERIAN PRESCHOOL | Program Number<br>000000200998    | Program Type<br>Child Care Center |                   |
| Address<br>4244 LAYHIGH ROAD ROSS<br>OH 45061 |                                   | County<br>BUTLER                  |                   |
| Building Approval Date<br>05/18/2006          | Use Group/Code                    | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>08/30/2021   | Food Service Risk Level<br>Exempt |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>09/21/2021 | Begin Time 9:00 AM       | End Time 12:30 PM                |
| Reviewer:<br>PAMELA DAUDISTEL |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>57 | No. Rules with Non-compliances<br>5 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>5 |

| 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   |                  | 0          | 52        | 52    |
| School Age  |                  | 0          | 8         | 8     |
| <b>Total Capacity/Enrollment</b>                          | 42               | 0          | 60        | 60    |

| Staff-Child Ratios at the Time of Inspection |                      |                |           |
|--|----------------------|----------------|-----------|
| Group  | Age Group/Range      | Ratio Observed | Comment   |
| Yellow T/Th                                  | 3 years to < 4 years | 1 to 9         | @ arrival |



|           |                      |         |           |
|-----------|----------------------|---------|-----------|
| Red T/Th  | 3 years to < 4 years | 1 to 7  | @ arrival |
| Red T/Th  | 3 years to < 4 years | 1 to 9  |           |
| Blue T/Th | 4 years to < 5 years | 1 to 9  | @ arrival |
| Blue T/Th | 4 years to < 5 years | 1 to 10 |           |

**Summary of Non-Compliances**

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

**Serious Risk Non-Compliances**

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

**Moderate Risk Non-Compliances**

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-09 Background Check Requirements  
**Code:** The program is required to have all staff request background checks as required.

**Finding:** In review of the staff records, it was determined that background checks were not requested for the person(s) listed on the Employee Record Chart as noted in number(s) 1, 2 below:

1. Submitting the JFS 01175 "Request for a Background Check for Child Care" to the Department or the OPR;
2. Submitting fingerprints electronically according to the process established by BCI.

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

Corrective Action Plan Due: 10/22/2021



**Low Risk Non-Compliances**

**Domain: 08 Staff Files**

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

Code: The program is required to receive a preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

Finding: During the inspection, it was determined that individual(s) had engaged in assigned duties or were near children and preliminary approval from ODJFS was not on file as required. Submit the program's corrective action plan, which includes a copy of the preliminary approval or a statement that the individual(s) are no longer engaged in assigned duties and is not near children, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/22/2021

**Domain: 08 Staff Files**

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

Code: The program is required to have staff complete the required one hour prescribed Child Abuse training.

Finding: In review of the staff records, it was determined that the requirement for the ODJFS one-hour prescribed Child Abuse Training was not met as noted in number(s) 2 below:

1. The training was not completed within sixty days of hire;
2. The training expired, as it is only valid for two years;
3. Not all administrators, Child Care Staff Members, and substitutes have completed the training.

Refer to the Employee Record Chart for the name(s) of the Child Care Staff Member(s) who must complete the ODJFS one-hour prescribed Child Abuse Training. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/22/2021



**Domain: 08 Staff Files**

Rule: 5101:2-12-08 Medical Statement

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

Finding: In review of the staff records, it was determined that completed medical examination statement(s) for the employee(s) listed on the Employee Record Chart 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: 10/22/2021

**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration and Food Supplements

Code: The program is required to use the appropriate form and retain current documentation to administer medications. The program is also required to obtain separate documentation for each medication and child, and retain on file each JFS 01217 "Request for Administration of Medication for Child Care" for at least one year.

Finding: During the inspection, it was determined the program did not meet the requirements for the JFS 01217 "Request for Administration of Medication for Child Care" as noted in number(s) 9 below:

1. The JFS 01217 was missing or incomplete for a topical product, food supplement, medical food.
2. The program used an old version of the JFS 01217.
3. The signature date on the JFS 01217 exceeded more than 12 months.
4. The time period to administer the medication on the JFS 01217 was exceeded.
5. The JFS 01217 included more than one medication.
6. The JFS 01217 included more than one child's name.
7. The JFS 01217 was not on file for one year.
8. The prescription label was not current.
9. The physician's written authorization to increase the dose was on a non-JFS 1217 form.

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

Corrective Action Plan Due: 10/22/2021

**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) 16 (parent notification of illness exposure), 19 (policy states you participate in walking trips) 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. Meals and snacks provided;
6. 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;
7. Opportunities for parent involvement in program activities;
8. Opportunities for parents to meet with teachers regarding their child;
9. Payment schedule, overtime charges and registration fees as applicable;
10. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

#### Program Policies and Procedures

11. Enrollment including required enrollment information;
12. Care of children without immunizations;
13. 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;
14. Supervision and child guidance;
15. Parent provided food and program-wide dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the program supplements food when the parent does not provide sufficient food for the day;
16. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child;
17. Summary of procedures taken in the event of an emergency, serious illness or injury;
18. Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments;
19. Transportation for trips and emergencies;
20. Water activities/swimming;
21. Infant care, if applicable, including frequency of diaper checks;
22. Napping and Resting;
23. Evening and overnight care, if applicable;
24. Policy on operation and/or closing due to weather, school delays or closings and any other factors;
25. Policy on when the program will require disenrollment of a child;
26. Procedure for parents or employees to follow when needing assistance in resolving problems related to the child care program;
27. Policy on whether or not the program will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment;
28. Policy on whether the program conducts formal 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: 10/22/2021

**Rules In-Compliance/Not Verified**

| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-22 Meal and Snack Requirements        | Compliant | Documenting Statement: As a part time program, snacks and meals are not required.  |
| Rule: 5101:2-12-13 Handwashing Requirements           | Compliant | Documenting Statement: Staff and children were observed washing hands as required by the rule.                               |
| Rule: 5101:2-12-04 Fire Approval                      | Compliant |  |
| 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: 5101:2-12-13 Smoke Free Environment             | Compliant |  |
| Rule: 5101:2-12-07 Administrator Qualifications       | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant |  |
| 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.  |
| Rule: 5101:2-12-04 Food License                               | Compliant |  |
| 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: 5101:2-12-19 Child Guidance                             | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection.   |
| Rule: 5101:2-12-16 First Aid/Standard Precautions             | Compliant | Documenting Statement: During the inspection, one first aid kit was reviewed and available as required.  |
| Rule: 5101:2-12-18 License Capacity                           | Compliant |  |
| Rule: 5101:2-12-11 Indoor Space Requirements                  | Compliant |  |
| Rule: 5101:2-12-16 Emergency Drills                           | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |



|   |               |  |
|---|---------------|--|
| 5101:2-12-17 Materials and Equipment                    | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-17 Daily Outdoor Play                         | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-04 Building Approval                          | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-02 License Posted                             | Compliant     |  |
| <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>   |
| 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).                                 |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-17 Daily Schedule                       | Compliant     | Documenting Statement: During the inspection, developmentally-appropriate practices were observed in the classroom(s).                                     |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-20 Cots and Napping                     | Compliant     | Documenting Statement: One sick cot was verified.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 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. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 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: 5101:2-12-15 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: 5101:2-12-08 Orientation and Staff Records               | Compliant |   |
| Rule: 5101:2-12-10 Professional Development Requirements       | Compliant | Documenting Statement: At the time of the inspection, all staff had completed the required amount of professional development training.   |
| Rule: 5101:2-12-12 Safe Environment                            | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.   |
| Rule: 5101:2-12-12 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: 5101:2-12-16 Incident/Injury Reporting                   | Compliant |   |
| Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant |   |
| 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: 5101:2-12-18 Group Size                                  | Compliant |   |



| Rule   | Status    | Documenting Statement(s), If applicable  |
|--|-----------|--|
| Rule: 5101:2-12-18 Ratio                                 | Compliant | Documenting Statement: Staff/child ratios observed during the inspection surpassed those required by the rule. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-03 Inspection Requirements                     | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-07 Administrator Responsibilities/Requirements | Compliant |  |