



## 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>PRIMROSE SCHOOL OF BEAVERCREEK           | Program Number<br>00000201140        | Program Type<br>Child Care Center |                   |
| Address<br>1380 N. FAIRFIELD RD. BEAVERCREEK<br>OH 45432 |                                      | County<br>GREENE                  |                   |
| Building Approval Date<br>08/07/2018                     | Use Group/Code<br>E                  | Occupancy Limit<br>208            | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>08/19/2022              | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>08/21/2023 | Begin Time 10:00 AM      | End Time 2:45 PM                 |
| Reviewer:<br>BRENDA MEYER     |                          |                                  |

| Summary of Findings      |                                      |                       |                        |                   |
|--------------------------|--------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>10 | No. Serious Risk<br>0 | No. Moderate Risk<br>2 | No. Low Risk<br>8 |

| 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)                                 |                  | 16         | 0         | 16    |
| Young Toddler   |                  | 17         | 0         | 17    |
| <b>Total Under 2 ½ Years</b>                              | 60               | 33         | 0         | 33    |
| Older Toddler   |                  | 8          | 0         | 8     |
| Preschool   |                  | 54         | 0         | 54    |
| School Age  |                  | 8          | 18        | 26    |
| <b>Total Capacity/Enrollment</b>                          | 202              | 70         | 18        | 121   |

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



|                    |  |         |                            |
|--------------------|--|---------|----------------------------|
| Young Infants      |  | 2 to 5  |                            |
| Young Infants      |  | 2 to 5  |                            |
| Older Infants      |  | 2 to 7  |                            |
| Older Infants      |  | 2 to 7  |                            |
| EPS 1 ( 2 - 2 1/2) |  | 1 to 5  |                            |
| EPS 1 ( 2 - 2 1/2) |  | 2 to 5  |                            |
| EPS 2 (2/12- 3)    |  | 2 to 6  |                            |
| EPS 2 (2/12- 3)    |  | 2 to 6  |                            |
| Toddlers (18 m- 2) |  | 3 to 10 |                            |
| Toddlers (18 m- 2) |  | 2 to 10 |                            |
| Preschool (3s)     |  | 2 to 11 |                            |
| Preschool (3s)     |  | 2 to 12 |                            |
| Preschool (4s)     |  | 2 to 18 |                            |
| Preschool (4s)     |  | 2 to 18 |                            |
| Kindergarten       |  | 1 to 6  |                            |
| Kindergarten       |  | 1 to 7  |                            |
| Pre-K 2            |  | 2 to 22 | Combined w PreK 1- outside |
| Pre-K 2            |  | 1 to 10 |                            |
| Pre-K 1            |  | 2 to 22 | Combined w PreK 2          |
| Pre-K 1            |  | 1 to 12 |                            |

### 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



**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 and receive a JFS 01176 or preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

Finding: In review of the staff records, it was determined that background checks did not meet the requirements of the rule for the person(s) listed on the Employee Record Chart as noted in numbers 1 and 2 below:

1. The request for a background check for child care was not submitted in the OPR.
2. The fingerprints were not submitted electronically according to the process established by BCI.
3. The individual(s) had engaged in assigned duties or were near children and preliminary approval from ODJFS was not on file.
4. Background checks were not updated every five years.

Submit the program's corrective action plan, which includes a copy of the JFS 01176, or a copy of the preliminary approval or a statement that the individual(s) are no longer engaged in assigned duties and are not near children until the preliminary approval has been received, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/21/2023

**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Medical/Physical Care Plans

Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file at the program for any child having a health condition and must implement and/or follow instructions on the plan. The program is required to have staff trained to perform the procedures on the JFS 01236 "Child Medical/Physical Care Plan for Child Care" present at the program when the child requiring the procedure is onsite. Only staff who have been trained shall be permitted to perform the procedures listed on the JFS 01236.

Finding: In review of the children's records, it was determined the program did not meet the requirements for caring for at least one child, indicated on the Children Records Review, with a condition that requires a JFS 01236 ""Child Medical/Physical Care Plan"" as noted in numbers 28 ad 39 below:

1. No plan was on file.  
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2. Child's name was missing.
3. Name of the condition was missing.
4. Indication if medication or medical food is required was missing.
5. Signs, symptoms or situations that require staff to take action were missing.
6. Activities, foods, environmental conditions to avoid were missing.
7. Training instructions for procedures for staff to follow were missing or incomplete.  
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8. Child's name was missing or not attached.
9. Child's date of birth was missing or not attached.
10. Child's weight was missing or not attached.
11. Name of the medication/medical food was missing or not attached.
12. Dosage of medication/medical food to be administered was missing or not attached.
13. Time for medication/medical food to be administered was missing or not attached.
14. Expiration date for medication/medical food was missing or not attached.
15. Symptoms that require staff to administer medication/medical food were missing or not attached.
16. Specific instructions to administer the medication/medical food were missing or not attached.
17. Actions to be taken if the symptoms do not subside were missing or not attached.
18. Physician's signature was missing or not attached.
19. The date of the physician's signature was missing or not attached.

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20. Child's name was missing.
21. Instructions regarding emergency evacuation, if applicable, were missing.
22. Signature of parent granting permission to implement the plan and verifying training was missing.
23. Date of parent signature was missing.
24. Certified Professional Trainer information was missing.
25. Signature of certified professional who trained the program staff was missing, if parent was not the trainer.
26. Date of trainer signature was missing.
27. Printed name(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.
28. Signature(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.
29. Date of staff signature was missing.
30. Administrator/Provider signature was missing
31. Date of administrator/Provider was missing.

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32. Child's name was missing.
33. Name of medication or medical food was missing.
34. Date the medication/medical food was administered was missing.
35. Time medication/medical food was administered was missing.
36. Dosage of medication/medical food that was administered was missing.
37. Signature of person administering medication/medical food was missing.
38. The plan was not followed or implemented.
39. The plan was not able to be implemented due to conflicting information.
40. None of the child care staff members trained in the procedures on the JFS 01236 were onsite when a child requiring the plan was present.
41. Child care staff members trained in the procedures on the JFS 01236 were not scheduled to be present the entire the time the child requiring the plan was onsite.
42. None of the child care staff members trained in the procedures on the JFS 01236 accompanied the child requiring the plan during a trip.
43. A child care staff member who had not been trained in the procedures on the JFS 01236 performed the procedure.

Provide staff training. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.



Corrective Action Plan Due: 09/21/2023

### Low Risk Non-Compliances

#### Domain: 00 License & Approvals

Rule: 5101:2-12-02 Current Information

Code: The rule requires the program to request an administrator amendment, and submit qualifications for a new administrator, within thirty days of the change.

Finding: During the inspection, it was determined that a change of administrator had been made and the owner or administrator had failed to provide notification of this change to the Department and/or submit qualifications for the new administrator within 30 days. A license is only valid for the licensee, administrator, address and license capacity designated on the license. Technical assistance was provided, and as discussed, submit the request to amend the license and any required documentation, if applicable, through the licensing system, OCLQS.

#### Domain: 00 License & Approvals

Rule: 5101:2-12-04 Fire Inspection

Code: The program is required to obtain a fire inspection within 12 months from the date of the last fire inspection without any uncorrected violations.

Finding: During the inspection, it was determined the program had not been inspected by the local fire department or local fire safety inspector and secured documentation of a fire inspection without any uncorrected violations within 12 months from the date of the last fire inspection without any uncorrected violations, as required. The program had requested the new inspection at least 30 days prior to the expiration date of the previous fire inspection. Submit the program's corrective action plan, which includes an updated fire inspection without any uncorrected violations, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/21/2023



**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Finding: During the inspection, it was determined that children were not protected from item(s) or condition(s) which may threaten their health, safety, or well-being as noted in number 5 below:

1. Surge protectors/outlets did not have childproof receptacle covers.
2. Open pull cords that are not closed loop.
3. Toys or other items small enough to be swallowed were present in the space where infants and/or toddlers were in care.
4. Electrical/extension cords attached to an object that would not likely result in a severe injury if pulled.
5. Stacked chairs- on a table.
6. Employee(s) purse(s).
7. Diaper bags.
8. Television not securely anchored.
9. Small or lightweight pieces of shelving units are not securely anchored to the wall.
10. Smoke detector needing batteries replaced.
11. An area rug did not have a nonskid backing.
12. An area rug presented a tripping hazard.
13. A floor surface that was unsafe in that [ ].
14. No platform was provided for the sink or toilet in the [ ] classroom.
15. The platform provided for the sink or toilet in the [ ] classroom was not sturdy.
16. The platform provided for the sink or toilet in the [ ] classroom posed a safety hazard in that [ ].
17. Telephone cords.
18. Staff member stepped over a barrier/gate while holding a child.
19. Emergency exits were blocked by the following classroom furniture: [ ].
20. A mercury thermometer was being used to take a child's temperature.
21. Methods of ventilation used did not provide protection from rodents, insects, or other hazards.
22. Other [ ].

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/21/2023



**Domain: 05 Health & Safety**

Rule: 5101:2-12-16 Emergency Drills

Code: The program is required to complete fire drills, weather drills, and emergency/lockdown drills appropriately.

Finding: During the inspection, it was determined that the required drills were not completed for item numbers 1 and 2 (missing April and July) below:

1. Monthly fire drills.
2. Monthly weather emergency drills (March through September).
3. Emergency/lockdown drills in each quarter of the calendar year.

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

Corrective Action Plan Due: 09/21/2023

**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 for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements as listed in number 1 below:

1. Verification of completion of a high school education was not on file.
2. Documentation was incomplete or not on file for a high school junior or senior who is enrolled in a career-technical program.
3. Documentation was not on file for a high school junior or senior who is also enrolled in a college credit program in child development or early childhood education.
4. Documentation was not on file for a high school junior or senior who is enrolled in a Child Development Associate (CDA) training program.

Submit the program's corrective action plan, which includes a copy of the education verification, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/21/2023



**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 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: 09/21/2023

**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 numbers 9, 10, 14 and 15 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.

**Domain: 10 Written Policies & Procedures**

Rule: 5101:2-12-16 Written Disaster Plan

Code: The program is required to train child care staff members and employees on the written disaster plan annually and keep written documentation of the training on-site.

Finding: During the inspection, it was determined the program’s written disaster plan did not meet the requirement for training child care staff members and employees on the plan annually as noted in number 1 below:

- 1. Child care staff members and employees were not trained annually.
- 2. Written documentation of the training was not kept on file.

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

Corrective Action Plan Due: 09/21/2023

**Rules In-Compliance/Not Verified**

| Rule                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|---|
| 5101:2-12-02 License Posted | Compliant |   |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-03 Inspection Requirements                          | Compliant |  |
| 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 Food Service Requirements                  | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: 3/1/24 #9962522 |
| 5101:2-12-05 Denial, Revocation and Suspension                | Compliant |  |
| 5101:2-12-07 Administrator Qualifications                     | Compliant |  |
| 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant |  |
| 5101:2-12-07 Written Program Policies and Procedures          | Compliant |  |
| Rule: 5101:2-12-08 Medical Statement                          | Compliant | Documenting Statement: All employees had current medical statements on file.   |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| 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  |
| 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  |
| 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  |
| 5101:2-12-12 Safe Equipment                           | Compliant |  |
| 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 Handwashing Requirements                 | Compliant |  |
| 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: 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, were verified and dated (4075) 3/30/23 and (3536) 4/11/23. |
| Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant |  |
| Rule: 5101:2-12-16 First Aid/Standard Precautions              | Compliant |  |
| Rule: 5101:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding the communicable disease chart was discussed.   |
| Rule: 5101:2-12-16 Incident/Injury Reporting                   | Compliant |  |
| Rule: 5101:2-12-17 Daily Schedule                              | Compliant |  |
| Rule: 5101:2-12-17 Materials and Equipment                     | Compliant |  |
| Rule: 5101:2-12-17 Daily Outdoor Play                          | Compliant | Documenting Statement: Outdoor play was observed for the toddler and preschool groups.   |



| Rule   | Status    | Documenting Statement(s), If applicable  |
|--|-----------|--|
| 5101:2-12-18 License Capacity                  | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-18 Ratio                             | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-18 Group Size                        | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-18 Attendance Records                | Compliant |  |
| 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: All cribs were labeled with the assigned infant's name. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: The menu posted reflected the meal served.              |
| 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. |
| Rule  | Status    | Documenting Statement(s), If applicable                      |
| 5101:2-12-23 Diapering and Toilet Training            | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable                      |
| 5101:2-12-24 Swimming and Water Safety Requirements   | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable                      |
| 5101:2-12-25 Medication Administration                | Compliant |  |