

## 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>MENTOR UNITED METHODIST PRESCHOOL |                                   | Program Number<br>000000300694 | Program Type<br>Child Care Center |
| Address<br>8600 MENTOR AVE MENTOR<br>OH<br>44060  |                                   |                                | County<br>LAKE                    |
| Building Approval Date<br>09/24/1987              | Use Group/Code<br>A-3             | Occupancy Limit<br>None        | Maximum Under 2 ½                 |
| Fire Inspection Approval Date<br>08/21/2025       | Food Service Risk Level<br>Exempt |                                |                                   |

| Inspection Information        |                                     |                          |                                  |                   |
|-------------------------------|-------------------------------------|--------------------------|----------------------------------|-------------------|
| Inspection Type<br>Annual     |                                     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |                   |
| Inspection Date<br>02/04/2026 |                                     | Begin Time<br>9:15 AM    | End Time<br>12:09 PM             |                   |
| Reviewer:<br>Sara Davis       |                                     |                          |                                  |                   |
| Summary of Findings           |                                     |                          |                                  |                   |
| No. Rules Verified<br>58      | No. Rules with Non-compliances<br>5 | No. Serious Risk<br>0    | No. Moderate Risk<br>1           | No. Low Risk<br>4 |

| 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>                              | <b>0</b>         | <b>0</b>   | <b>0</b>  |           | <b>0</b>  |
| Older Toddler   |                  | 0          | 0         |           | 0         |
| Preschool   |                  | 0          | 64        |           | 64        |
| School Age  |                  | 0          | 0         |           | 0         |
| <b>Total Capacity/Enrollment</b>                          | <b>90</b>        | <b>0</b>   | <b>64</b> |           | <b>64</b> |

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

|            |                      |         |                                       |
|------------|----------------------|---------|---------------------------------------|
| Blossoms   | 3 years to < 4 years | 2 to 14 | 9:30am - arrival ratio did not change |
| Seedlings  | 3 years to < 4 years | 0 to 0  | Not in Session M / F only             |
| Poppies    | 3 years to < 4 years | 2 to 15 | 9:30am - arrival ratio did not change |
| Sprouts    | 3 years to < 4 years | 2 to 14 | 9:30am - arrival ratio did not change |
| Sunflowers | 3 years to < 4 years | 2 to 17 | 9:30am - arrival ratio did not change |

### 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 5180:2-12-03 and 5180:2-13-03 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: 5180:2-12-09 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 number(s) 1 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: 03/06/2026

### **Low Risk Non-Compliances**

#### **Domain: 08 Staff Files**

Rule: 5180:2-12-07 Administrator Responsibilities/Requirements

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

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

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

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

Corrective Action Plan Due: 03/06/2026

**Domain: 08 Staff Files**

Rule: 5180:2-12-08 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) 5a,5c 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: 03/06/2026

**Domain: 08 Staff Files**

Rule: 5180:2-12-08 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(s) 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: 03/06/2026

#### **Domain: 08 Staff Files**

Rule: 5180:2-12-10 Health Training Requirements

Code: The program is required to have all child care staff members complete training in child abuse and neglect recognition and prevention within sixty days of hire. Staff must complete training in first aid and CPR within the first ninety days of hire.

**Finding:** In review of the staff records, it was determined that at least one child care staff member had not completed required health and safety training as noted in number(s) 4 below:

1. Child abuse and neglect recognition and prevention training was not completed within sixty days of hire.
2. First aid training was not completed within ninety days of hire.
3. Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire.
4. The child abuse and neglect recognition and prevention training was expired.
5. The first aid training was expired.
6. The CPR training was expired.

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

Corrective Action Plan Due: 03/06/2026

**Rules In-Compliance/Not Verified**

| Rule                                     | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5180:2-12-16 Written Disaster Plan | Compliant | Documenting Statement: Annual training of the written disaster plan was completed by staff.                             |
| Rule: 5180:2-12-16 Written Disaster Plan | Compliant | Documenting Statement: The program's written disaster plan was reviewed during the inspection and met the requirements. |

| Rule                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|---|
| 5180:2-12-02 License Posted | Compliant |   |

| Rule  | Status    | Documenting Statement(s), If applicable |
|---|-----------|---|
| 5180:2-12-04 Building Department Inspection | Compliant |   |

| Rule                             | Status    | Documenting Statement(s), If applicable |
|----------------------------------|-----------|---|
| 5180:2-12-02 Current Information | Compliant |   |

| Rule                                 | Status    | Documenting Statement(s), If applicable |
|--------------------------------------|-----------|---|
| 5180:2-12-03 Inspection Requirements | Compliant |   |

| Rule                               | Status    | Documenting Statement(s), If applicable   |
|------------------------------------|-----------|---|
| Rule: 5180:2-12-04 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 8/20/2026. |

| Rule                               | Status    | Documenting Statement(s), If applicable   |
|------------------------------------|-----------|---|
| Rule: 5180:2-12-04 Fire Inspection | Compliant | Documenting Statement: Although the program had documentation of a current fire inspection without any uncorrected violations at the time of the licensing inspection, the program did not have the |

|   |           |  |
|---|-----------|--|
|   |           | fire inspection completed within 12 months from the date of the last fire inspection without any uncorrected violations. Please ensure that fire inspections are completed in accordance with the rule requirements. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-04 Food Service Requirements                  | Compliant | Documenting Statement: The program has obtained a food service exemption status from the local health department.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-07 Written Program Policies and Procedures    | Compliant | Documenting Statement: No changes have been made to the written policies and procedures since it was last approved by this Department.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-10 Professional Development Requirements            | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-11 Indoor Space Requirements                        | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-11 Outdoor Space Requirements                 | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 2/4/2026.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-12 Safe Equipment                                   | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5180:2-12-11 Outdoor Play Equipment                         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-11 Outdoor Play Fall Zones                        | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-12 Safe Environment                               | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Sanitary Equipment and Environment             | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Handwashing Requirements                       | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Smoke Free Environment                         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-14 Transportation and Field Trip Procedures | Compliant | Documenting Statement: The program uses the DCY sample trip permission form for routine trips to secure written permission from parents or guardians.      |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-15 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: 5180:2-12-15 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  |
| 5180:2-12-16 Medical, Dental, and General Emergency Plan    | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5180:2-12-16 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   |
| 5180:2-12-16 First Aid/Standard Precautions     | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-16 Management of Communicable Disease | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-16 Incident/Injury Reporting    | Compliant | Documenting Statement: The DCY 01299 "Incident/Injury Report For Child Care" forms reviewed during this inspection were complete as required. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-17 Materials and Equipment            | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-17 Daily Schedule                     | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-18 Attendance Records                 | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-18 Group Size                         | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-18 License Capacity                   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-18 Ratio                        | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-19 Supervision                        | Compliant |   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5180:2-12-19 Child Guidance                  | Compliant |   |
| 5180:2-12-22 Meal and Snack Requirements     | Compliant |   |
| 5180:2-12-22 Safe Food Handling/Storage      | Compliant |   |
| Rule: 5180:2-12-25 Medication Administration | Compliant | Documenting Statement: The program had complete written documentation for administering medication or food supplements. |