



## 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>MIDDLEBURG EARLY EDUCATION CENTER   | Program Number<br>000000302707 | Program Type<br>Child Care Center |                   |
| Address<br>7171 PEARL RD MIDDLEBURG HTS<br>OH 44130 |                                | County<br>CUYAHOGA                |                   |
| Building Approval Date                              | Use Group/Code                 | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>11/12/2021         | Food Service Risk Level        |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>11/16/2021 | Begin Time 10:30 AM      | End Time 1:15 PM                 |
| Reviewer:<br>DIANE TRACZYK    |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>2 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>1 |

| 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>                              | 8                | 0          | 0         | 0     |
| Older Toddler                                             |                  | 0          | 0         | 0     |
| Preschool                                                 |                  | 0          | 76        | 76    |
| School Age                                                |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 72               | 0          | 76        | 76    |

| Staff-Child Ratios at the Time of Inspection |                          |                |         |
|----------------------------------------------|--------------------------|----------------|---------|
| Group                                        | Age Group/Range          | Ratio Observed | Comment |
| Great Beginnings MTW                         | 18 months to < 30 months | 2 to 4         | 1st     |



|                      |                          |         |                                              |
|----------------------|--------------------------|---------|----------------------------------------------|
| Great Beginnings MTW | 18 months to < 30 months | 2 to 4  | Departure                                    |
| Stepping Stones MTW  | 3 years to < 4 years     | 5 to 19 | 1st                                          |
| Stepping Stones MTW  | 3 years to < 4 years     | 5 to 19 | 2nd                                          |
| Wee Three's PM MTW   | 3 years to < 4 years     | 0 to 0  | Class cancelled -<br>no heat in<br>classroom |
| Pre-K M-F PM         | 4 years to < 5 years     | 5 to 15 | 1st                                          |
| Pre-K M-F PM         | 4 years to < 5 years     | 5 to 15 | 2nd                                          |

### 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: 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. The program is required to implement and/or follow instructions on the JFS 01236 for a child with a health condition.

Finding: A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be on file for any child having health conditions which require monitoring for symptoms, or a medical procedure be performed, or ongoing administration of medication or medical foods at the program. In review of the children's records, it was determined that the required written information was either not on file, implemented or followed, for at least one child indicated on the Children Records Review, as noted in number 1 below:

1. No plan was on file.
2. Child's name was missing.
3. Child's date of birth was missing.



4. Name of the condition was missing.
5. Indication if medication is required was missing.
6. Symptoms to watch for were missing.
7. Directions for when should the medication or medical food be administered were missing.
8. Instructions for administration were missing.
9. Conditions that trigger the need for medication or medical foods were missing.
10. Expected results of the medication or medical food were missing.
11. Actions to be taken if the symptoms do not subside were missing.
12. Activities, foods, environmental conditions to avoid were missing.
13. Training instructions were missing.
14. Directions for action to be taken if expected result of medication or medical food does not occur were missing.
15. Instructions regarding emergency evacuation, if applicable, were missing.
16. Dated signature of parent was missing.
17. Dated signature of certified professional who trained the program staff was missing, if parent was not the trainer.
18. Printed name(s)/Dated signature(s) of child care staff member(s) trained to perform the procedure were missing.
19. Dated signature(s) of administrator was missing.
20. Name of any applicable medication was missing.
21. Date medication was administered was missing.
22. Time medication was administered was missing.
23. Dosage administered was missing.
24. Signature of staff member who administered the medication was missing.
25. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.
26. The plan was not implemented.
27. The plan was not able to be implemented due to conflicting information.
28. The plan was not followed.

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: 12/18/2021

#### Low Risk Non-Compliances

##### Domain: 10 Written Policies & Procedures

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

Code: The program is required to have a written disaster plan.



Finding: During the inspection, it was determined the program's written disaster plan did not meet the requirement or was missing the information in number 1 below:

Procedures:

1. The written disaster plan had not been completed
2. The plan was not provided to all child care staff and employees
3. The plan was not used to respond to an emergency or disaster situation
4. Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes
5. Emergency outdoor and indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism
6. Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats.
7. Outbreaks, epidemics or other infectious disease emergencies
8. Loss of power, water, or heat
9. Other threatening situations that may pose a health or safety hazard to the children in the program

Details:

10. Shelter in place or evacuation, how the program will care for and account for the children until they can be reunited with the parent
11. Assisting infants and children with special needs and/or health conditions
12. Emergency contact information for parents and the program
13. Procedures for notifying and communicating with parents regarding the location of the children if evacuated
14. Procedures for communicating with parents during loss of communications, no phone or internet service available
15. The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place
16. What to do if a disaster occurs during the transport of children or when on a field trip or routine trip
17. Making the plan available to all child care staff members and employees
18. Training of staff or reassignment of staff duties as appropriate
19. Updating the plan on a yearly basis
20. Contact with local emergency management officials

Make the necessary revisions to the disaster plan. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/18/2021



| 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: 5101:2-12-02 Current Information                         | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding maintaining current information in the Ohio Child Licensing and Quality System were discussed.  |
| Rule: 5101:2-12-03 Inspection Requirements                     | Compliant |                                                                                                                                                                                      |
| Rule: 5101:2-12-04 Building Department Inspection              | Compliant |                                                                                                                                                                                      |
| 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 11/24/21. |
| Rule: 5101:2-12-04 Food Service Requirements                   | Compliant |                                                                                                                                                                                      |
| Rule: 5101:2-12-05 Denial, Revocation and Suspension           | Compliant |                                                                                                                                                                                      |
| Rule: 5101:2-12-07 Administrator Qualifications                | Compliant |                                                                                                                                                                                      |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding administrator responsibilities and requirements were discussed.                                 |



| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
|---------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5101:2-12-07 Written Program Policies and Procedures          | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding the program's written policies and procedures were discussed.                                                                                                        |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| 5101:2-12-08 Medical Statement                                      | Compliant |                                                                                                                                                                                                                                                           |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.                                                                                                                                  |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.                                                                                                                              |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5101:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.                                                                                                                |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5101:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation. |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| 5101:2-12-10 Professional Development Requirements                  | Compliant |                                                                                                                                                                                                                                                           |
| 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 |                                                                                                                                                            |
| 5101:2-12-11 Outdoor Space Requirements                  | Compliant |                                                                                                                                                            |
| 5101:2-12-11 Outdoor Play Equipment                      | Compliant |                                                                                                                                                            |
| 5101:2-12-11 Outdoor Play Fall Zones                     | Compliant |                                                                                                                                                            |
| 5101:2-12-12 Safe Equipment                              | Compliant |                                                                                                                                                            |
| Rule: 5101:2-12-12 Safe Environment                      | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.                                                                  |
| 5101:2-12-13 Sanitary Equipment and Environment          | Compliant |                                                                                                                                                            |
| 5101:2-12-13 Handwashing Requirements                    | Compliant |                                                                                                                                                            |
| 5101:2-12-13 Smoke Free Environment                      | Compliant |                                                                                                                                                            |
| 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. |
| 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant |                                                                                                                                                            |



| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
|-------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------|
| 5101:2-12-16 Emergency Drills                   | Compliant |                                                                                                                |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| 5101:2-12-16 First Aid/Standard Precautions     | Compliant |                                                                                                                |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| 5101:2-12-16 Management of Communicable Disease | Compliant |                                                                                                                |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| 5101:2-12-16 Incident/Injury Reporting          | Compliant |                                                                                                                |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| 5101:2-12-17 Daily Schedule                     | Compliant |                                                                                                                |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| 5101:2-12-17 Materials and Equipment            | Compliant |                                                                                                                |
| 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: Staff/child ratios observed during the inspection surpassed those required by the rule. |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| Rule: 5101:2-12-18 Group Size                   | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.               |
| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                        |
| Rule: 5101:2-12-18 Attendance Records           | Compliant | Documenting Statement: Child Care Staff Members were observed recording the                                    |





|                                                  |           | attendance for each child upon arrival and documenting each child's departure.                                             |
|--------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------|
| Rule                                             | Status    | Documenting Statement(s), If applicable                                                                                    |
| Rule: 5101:2-12-19 Supervision                   | Compliant | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.        |
| Rule                                             | Status    | Documenting Statement(s), If applicable                                                                                    |
| Rule: 5101:2-12-19 Child Guidance                | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection. |
| Rule                                             | Status    | Documenting Statement(s), If applicable                                                                                    |
| 5101:2-12-22 Meal and Snack Requirements         | Compliant |                                                                                                                            |
| 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                                                                                    |
| Rule: 5101:2-12-23 Diapering and Toilet Training | Compliant | Documenting Statement: During the inspection, there was discussion concerning diapering routines.                          |
| Rule                                             | Status    | Documenting Statement(s), If applicable                                                                                    |
| Rule: 5101:2-12-25 Medication Administration     | Compliant | Documenting Statement: There were no children on medication at the time of the inspection.                                 |