

## Licensing Inspection Full Report

All licensed early care and education programs are inspected at least once each year. Non-compliances are documented and grouped by risk level. Documenting statements, technical assistance provided and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the Department of Children & Youth website at <https://childcaresearch.ohio.gov/>. This includes complaint investigation reports with substantiated allegations. For any other early care and education records, please contact the Family and Customer Support Center at 1-844-234-5437.

| Program Details                                               |                                |                                   |
|---------------------------------------------------------------|--------------------------------|-----------------------------------|
| Program Name<br>COMMUNITY ACTION HEAD START - WAVERLY<br>YMCA | Program Number<br>000000401172 | Program Type<br>Child Care Center |
| Address<br>400 PRIDE DRIVE WAVERLY<br>OH<br>45690             | County<br>PIKE                 |                                   |

| Inspection Information        |                          |                                         |                                  |
|-------------------------------|--------------------------|-----------------------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Method<br>On-site Inspection | Inspection Notice<br>Unannounced |
| Inspection Date<br>09/29/2026 | Begin Time<br>9:40 AM    | End Time<br>12:20 PM                    | Reviewer:<br>Jada Hightower      |

| Summary of Findings             |                                            |                                        |                                        |
|---------------------------------|--------------------------------------------|----------------------------------------|----------------------------------------|
| No. Requirements Verified<br>67 | No. Requirements with Non-compliances<br>0 | No. Requirements Compliant<br>60       |                                        |
| No. Serious Risk<br>0           | No. Moderate Risk Findings<br>0            | No. Other Non-compliance Findings<br>0 | No. Technical Assistance Provided<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)                                 |                  | 4          | 0         | 4     |
| Young Toddler                                             |                  | 4          | 0         | 4     |
| <b>Total Under 2 ½ Years</b>                              | 8                | 8          | 0         | 8     |
| Older Toddler                                             |                  | 0          | 0         | 0     |
| Preschool                                                 |                  | 20         | 0         | 20    |
| School Age                                                |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 48               | 20         | 0         | 28    |

| Staff-Child Ratios at the Time of Inspection |                      |                |               |                           |
|----------------------------------------------|----------------------|----------------|---------------|---------------------------|
| Group                                        | Age Group/Range      | Ratio Observed | Compliance    | Comment                   |
| Y1 (Infant/Toddler)                          | 0 to < 12 months     | 2 to 6         | In Compliance | Arrival 9:40AM            |
| Y1 (Infant/Toddler)                          | 0 to < 12 months     | 2 to 6         | In Compliance | Departure 12:20PM (Nap)   |
| Y2 (Preschool)                               | 3 years to < 4 years | 3 to 17        | In Compliance | Arrival 9:40AM            |
| Y2 (Preschool)                               | 3 years to < 4 years | 3 to 17        | In Compliance | Departure 12:20PM (lunch) |

### 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, 5180:2-13-03, 5180:2-19-10 and 5180:2-20-02 detail the process for submitting a request for review. The request for review must be submitted within ten business days from the receipt of the licensing report. In addition, if the program is Step Up To Quality rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

### Serious Risk Non-Compliances

A serious risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

**No serious risk non-compliances were observed during this inspection**

### Moderate Risk Non-Compliances

A moderate risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

**No moderate risk non-compliances were observed during this inspection**

### Other Non-Compliances

This section includes other rule violations that are observable and/or based on facts.

**No other non-compliances were observed during this inspection**

### Technical Assistance Provided

This section documents technical assistance provided to the program when the program demonstrated an overall level of compliance with a rule requirement.

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

Rule: 5180:2-12-07 Written Program Policies and Procedures

Requirement: The program's policies and procedures are required to include all topics outlined in rule.

Findings: During the inspection, it was determined the program's policies and procedures handbook does not contain all items as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

**In Compliance/Not Verified/Previously Verified/Not Applicable**

This section documents rule requirements that were assessed as fully compliant, previously verified, not verified during this inspection or not applicable to the program.

| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
|----------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 5180:2-12-18 License Capacity                            | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-02 License Visible                             | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-03 Inspection Requirements                     | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-04 Building Department Inspection              | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-04 Fire Inspection                             | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| Rule: 5180:2-12-04 Food Service Requirements             | Compliant      | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: 217 Expires 3/1/27 |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-05 Denial, Revocation and Suspension           | Not Applicable |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-07 Administrator Qualifications                | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |
| 5180:2-12-07 Administrator Responsibilities/Requirements | Compliant      |                                                                                                                                               |
| <b>Rule</b>                                              | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                |

5180:2-12-08 Child Care Staff Member  
Educational Requirements      Compliant

| Rule                                                          | Status    | Documenting Statement(s), If applicable |
|---------------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |                                         |

| Rule                                       | Status    | Documenting Statement(s), If applicable |
|--------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-09 Background Check Requirements | Compliant |                                         |

| Rule                                      | Status    | Documenting Statement(s), If applicable |
|-------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-10 Health Training Requirements | 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 |
|-----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-11 Outdoor Space Requirements | Compliant |                                         |

| Rule                                | Status    | Documenting Statement(s), If applicable |
|-------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-11 Outdoor Play Equipment | Compliant |                                         |

| Rule                                       | Status    | Documenting Statement(s), If applicable                                                |
|--------------------------------------------|-----------|----------------------------------------------------------------------------------------|
| Rule: 5180:2-12-11 Outdoor Play Fall Zones | Compliant | Documenting Statement: The protective material used under outdoor equipment was grass. |

| Rule                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|-----------------------------------------|
| 5180:2-12-12 Safe Equipment | 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                                                                                      |
| Rule: 5180:2-12-13 Handwashing Requirements           | Compliant      | Documenting Statement: Children were viewed washing their hands, as required by the rule.                                    |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| Rule: 5180:2-12-13 Smoke Free Environment             | Compliant      | Documenting Statement: A notice was observed posted stating that smoking is prohibited at the program.                       |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| 5180:2-12-14 Transportation and Field Trip Procedures | Not Applicable |                                                                                                                              |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| 5180:2-12-14 Transportation - Driver Requirements     | Not Applicable |                                                                                                                              |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| 5180:2-12-14 Transportation - Vehicle Requirements    | Not Applicable |                                                                                                                              |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| Rule: 5180:2-12-16 First Aid/Standard Precautions     | Compliant      | Documenting Statement: During the inspection, the program had complete first aid kits available as required.                 |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |
| Rule: 5180:2-12-16 Management of Communicable Disease | Compliant      | Documenting Statement: The DCY 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents. |
| Rule                                                  | Status         | Documenting Statement(s), If applicable                                                                                      |

5180:2-12-16 Incident/Injury  
Reporting

Compliant

| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
|-------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------|
| 5180:2-12-15 Child Health Care Plans                        | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| Rule: 5180:2-12-16 Emergency Preparedness and Response Plan | Compliant | Documenting Statement: Annual training of the emergency preparedness and response plan was completed by staff. |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-17 Daily Schedule                                 | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-17 Materials and Equipment                        | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| Rule: 5180:2-12-17 Daily Outdoor Play                       | Compliant | Documenting Statement: Outdoor play was observed for the Y1 and Y2 group(s).                                   |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-18 Ratio                                          | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-18 Group Size                                     | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-19 Supervision                                    | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-18 Attendance Records                             | Compliant |                                                                                                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                        |
| 5180:2-12-19 Child Guidance                                 | Compliant |                                                                                                                |

| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
|------------------------------------------------------------|----------------|------------------------------------------------|
| 5180:2-12-22 Meal Preparation and Nutritional Requirements | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-21 Evening and Overnight Care                    | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-23 Infant Bottle and Food Preparation            | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-22 Fluid Milk Requirements                       | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-23 Infant Daily Care                             | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-22 Safe Food Handling/Storage                    | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-24 Swimming and Water Safety Requirements        | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-16 Emergency Postings                            | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-16 Emergency Drills                              | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-21 Mobile Preschools                             | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |

5180:2-12-08 Staff Immunization  
Records

Compliant

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

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

| Rule                                      | Status    | Documenting Statement(s), If applicable |
|-------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-20 Cots and Napping - Practices | Compliant |                                         |

| Rule                                    | Status    | Documenting Statement(s), If applicable |
|-----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-15 Child Immunization Records | Compliant |                                         |

| Rule                                        | Status    | Documenting Statement(s), If applicable                                                                                                                               |
|---------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-15 Child Enrollment Records | Compliant | Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the enrollment records were complete, as required by the rule. |

| Rule                                   | Status    | Documenting Statement(s), If applicable |
|----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-15 Child Record Requirements | Compliant |                                         |

| Rule                                         | Status    | Documenting Statement(s), If applicable |
|----------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-08 Staff TB Screening Requirements | Compliant |                                         |

| Rule                                                      | Status    | Documenting Statement(s), If applicable |
|-----------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-20 Cots and Napping - Equipment and Environment | Compliant |                                         |

| Rule                                                | Status    | Documenting Statement(s), If applicable |
|-----------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-20 Cribs - Safe Environment and Practices | Compliant |                                         |

| Rule                           | Status    | Documenting Statement(s), If applicable |
|--------------------------------|-----------|-----------------------------------------|
| 5180:2-12-20 Cribs - Placement | Compliant |                                         |

| Rule                           | Status    | Documenting Statement(s), If applicable |
|--------------------------------|-----------|-----------------------------------------|
| 5180:2-12-22 Specialized Diets | Compliant |                                         |

| Rule                                                   | Status    | Documenting Statement(s), If applicable |
|--------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-23 Diapering and Toilet Training - Practices | Compliant |                                         |

| Rule                                                       | Status    | Documenting Statement(s), If applicable |
|------------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-23 2026 Diapering and Toilet Training - Supplies | Compliant |                                         |

| Rule                                                  | Status    | Documenting Statement(s), If applicable |
|-------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-25 2026 Medication Administration Practices | Compliant |                                         |

| Rule                                       | Status    | Documenting Statement(s), If applicable |
|--------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-25 2026 Medication Documentation | Compliant |                                         |

| Rule                                 | Status    | Documenting Statement(s), If applicable |
|--------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-25 2026 Medication Storage | Compliant |                                         |