

## 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>DUBLIN LATCHKEY - DEER RUN      | Program Number<br>000000402432 | Program Type<br>Child Care Center |
| Address<br>8815 MANLEY RD DUBLIN<br>OH<br>43017 | County<br>DELAWARE             |                                   |

| Inspection Information        |                          |                                         |                                  |
|-------------------------------|--------------------------|-----------------------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Method<br>On-site Inspection | Inspection Notice<br>Unannounced |
| Inspection Date<br>10/05/2026 | Begin Time<br>3:40 PM    | End Time<br>5:40 PM                     | Reviewer:<br>Catherine Moerch    |

| Summary of Findings             |                                            |                                        |                                        |
|---------------------------------|--------------------------------------------|----------------------------------------|----------------------------------------|
| No. Requirements Verified<br>67 | No. Requirements with Non-compliances<br>1 | No. Requirements Compliant<br>54       |                                        |
| No. Serious Risk<br>0           | No. Moderate Risk Findings<br>0            | No. Other Non-compliance Findings<br>1 | No. Technical Assistance Provided<br>0 |

| License Capacity and Enrollment at the Time of Inspection |                  |            |           |       |
|-----------------------------------------------------------|------------------|------------|-----------|-------|
| Age Group                                                 | License Capacity | Enrollment |           |       |
|                                                           | Totals           | Full Time  | Part Time | Total |
| Infant ( Birth to < 18 m)                                 |                  | 0          | 0         | 0     |
| Young Toddler                                             |                  | 0          | 0         | 0     |
| <b>Total Under 2 ½ Years</b>                              | 0                | 0          | 0         | 0     |
| Older Toddler                                             |                  | 0          | 0         | 0     |
| Preschool                                                 |                  | 0          | 0         | 0     |
| School Age                                                |                  | 78         | 0         | 78    |
| <b>Total Capacity/Enrollment</b>                          | 90               | 78         | 0         | 78    |

| Staff-Child Ratios at the Time of Inspection |                          |                |               |         |
|----------------------------------------------|--------------------------|----------------|---------------|---------|
| Group                                        | Age Group/Range          | Ratio Observed | Compliance    | Comment |
| Yellow/Orange                                | School-Age to < 11 years | 1 to 13        | In Compliance | 3:50pm  |
| Yellow/Orange                                | School-Age to < 11 years | 1 to 3         | In Compliance | 5:25pm  |
| Red/Purple                                   | School-Age to < 11 years | 1 to 2         | In Compliance | 5:25pm  |
| Red/Purple                                   | School-Age to < 11 years | 1 to 12        | In Compliance | 3:50pm  |
| Blue/Pink                                    | School-Age to < 11 years | 1 to 3         | In Compliance | 5:25pm  |
| Blue/Pink                                    | School-Age to < 11 years | 1 to 14        | In Compliance | 3:50pm  |
| White/Green                                  | School-Age to < 11 years | 1 to 15        | In Compliance | 3:50pm  |
| White/Green                                  | School-Age to < 11 years | 1 to 4         | In Compliance | 5:25pm  |

#### 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.

**Domain: 09 Children's Files**

Rule: 5180:2-12-15 Child Health Care Plans

Requirement: The program is required to use a health care plan form that is equivalent to content to the DCY 01236

Finding: In review of the children's records, it was determined that the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" or equivalent form did not meet the requirements of the rule.

The following was observed: the form had not been updated as needed and at least annually

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

Corrective Action Plan Due: 11/04/2026

### 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.

### 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.

| Rule                                           | Status    | Documenting Statement(s), If applicable                                                                                                                  |
|------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5180:2-12-18 License Capacity                  | Compliant |                                                                                                                                                          |
| 5180:2-12-02 License Visible                   | Compliant |                                                                                                                                                          |
| 5180:2-12-03 Inspection Requirements           | Compliant |                                                                                                                                                          |
| 5180:2-12-04 Building Department Inspection    | Compliant |                                                                                                                                                          |
| Rule: 5180:2-12-04 Fire Inspection             | Compliant | Documenting Statement: This program serves only school age children in a public or chartered non-public school building.                                 |
| 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: #4303-1805 COC expires 3/1/27 |
| 5180:2-12-05 Denial, Revocation and Suspension | Compliant |                                                                                                                                                          |

| <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>                                                                           |
| 5180:2-12-07 Written Program Policies and Procedures                | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| Rule: 5180:2-12-08 Child Care Staff Member Educational Requirements | Compliant     | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program. |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-08 Orientation Training & Whistle Blower Protection       | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-09 Background Check Requirements                          | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-10 Health Training Requirements                           | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-10 Professional Development Requirements                  | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-11 Indoor Space Requirements                              | Compliant     |                                                                                                                          |
| <b>Rule</b>                                                         | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                           |
| 5180:2-12-11 Outdoor Space Requirements                             | Compliant     |                                                                                                                          |

| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
|-------------------------------------------------------|----------------|------------------------------------------------|
| 5180:2-12-11 Outdoor Play Equipment                   | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-11 Outdoor Play Fall Zones                  | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-12 Safe Equipment                           | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-12 Safe Environment                         | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-13 Sanitary Equipment and Environment       | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-13 Handwashing Requirements                 | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-13 Smoke Free Environment                   | Compliant      |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-14 Transportation and Field Trip Procedures | Not Applicable |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-14 Transportation - Driver Requirements     | Not Applicable |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-14 Transportation - Vehicle Requirements    | Not Applicable |                                                |
| <b>Rule</b>                                           | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |

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 |
|-------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-16 Emergency Preparedness and Response Plan | Compliant |                                         |

| Rule                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|-----------------------------------------|
| 5180:2-12-17 Daily Schedule | Compliant |                                         |

| Rule                                 | Status    | Documenting Statement(s), If applicable |
|--------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-17 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 all group(s). |

| 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 |
|-------------------------|-----------|-----------------------------------------|
| 5180:2-12-18 Group Size | Compliant |                                         |

| Rule | Status | Documenting Statement(s), If applicable |
|------|--------|-----------------------------------------|
|------|--------|-----------------------------------------|

5180:2-12-19 Supervision

Compliant

| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
|------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-18 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                                                                                                                    |
| 5180:2-12-19 Child Guidance                                | Compliant      |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-22 Meal Preparation and Nutritional Requirements | Compliant      |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-21 Evening and Overnight Care                    | Not Applicable |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-23 Infant Bottle and Food Preparation            | Not Applicable |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-22 Fluid Milk Requirements                       | Compliant      |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-23 Infant Daily Care                             | Not Applicable |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-22 Safe Food Handling/Storage                    | Compliant      |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-24 Swimming and Water Safety Requirements        | Not Applicable |                                                                                                                                                            |
| Rule                                                       | Status         | Documenting Statement(s), If applicable                                                                                                                    |
| 5180:2-12-16 Emergency Postings                            | Compliant      |                                                                                                                                                            |

| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
|-----------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-16 Emergency Drills           | Compliant      | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.                                                                          |
| <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      |                                                                                                                                                                                                               |
| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
| 5180:2-12-02 Current Information              | Compliant      |                                                                                                                                                                                                               |
| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
| 5180:2-12-02 Amendments to the License        | Compliant      |                                                                                                                                                                                                               |
| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
| 5180:2-12-20 Cots and Napping - Practices     | Compliant      |                                                                                                                                                                                                               |
| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
| Rule: 5180:2-12-15 Child Immunization Records | Compliant      | Documenting Statement: At the time of the inspection, child immunization records for the children were not needed as all children enrolled attended a grade of kindergarten or above in an elementary school. |
| <b>Rule</b>                                   | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b>                                                                                                                                                                |
| 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.                                         |

| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
|------------------------------------------------------------|----------------|------------------------------------------------|
| 5180:2-12-15 Child Record Requirements                     | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-08 Staff TB Screening Requirements               | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-20 Cots and Napping - Equipment and Environment  | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-20 Cribs - Safe Environment and Practices        | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-20 Cribs - Placement                             | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-22 Specialized Diets                             | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-23 Diapering and Toilet Training - Practices     | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-23 2026 Diapering and Toilet Training - Supplies | Not Applicable |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-25 2026 Medication Administration Practices      | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |
| 5180:2-12-25 2026 Medication Documentation                 | Compliant      |                                                |
| <b>Rule</b>                                                | <b>Status</b>  | <b>Documenting Statement(s), If applicable</b> |



5180:2-12-25 2026 Medication  
Storage

Compliant