



## 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>DUBLIN LATCHKEY - SCOTTISH CORNERS  | Program Number<br>000000402748       | Program Type<br>Child Care Center |                   |
| Address<br>5950 SELLS MILL DRIVE DUBLIN<br>OH 43017 |                                      | County<br>FRANKLIN                |                   |
| Building Approval Date<br>08/26/1987                | Use Group/Code                       | Occupancy Limit<br>142            | Maximum Under 2 ½ |
| Fire Inspection Approval Date                       | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Follow-up  | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>05/09/2023 | Begin Time 3:40 PM       | End Time 6:00 PM                 |
| Inspection Date<br>05/09/2023 | Begin Time 3:40 PM       | End Time 6:00 PM                 |
| Reviewer:<br>CRYSTAL LUSE     |                          |                                  |
| Reviewer:<br>Jada Hightower   |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>4 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | 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>                              | 0                | 0          | 0         | 0     |
| Older Toddler   |                  | 0          | 0         | 0     |
| Preschool   |                  | 0          | 0         | 0     |
| School Age  |                  | 73         | 0         | 73    |



|                                  |     |    |   |    |
|----------------------------------|-----|----|---|----|
| <b>Total Capacity/Enrollment</b> | 100 | 73 | 0 | 73 |
|----------------------------------|-----|----|---|----|

**Staff-Child Ratios at the Time of Inspection**

| Group        | Age Group/Range          | Ratio Observed | Comment |
|--------------|--------------------------|----------------|---------|
| Green Group  | School-Age to < 11 years | 1 to 5         |         |
| Green Group  | School-Age to < 11 years | 1 to 10        |         |
| Purple Group | School-Age to < 11 years | 1 to 13        |         |
| Purple Group | School-Age to < 11 years | 1 to 9         |         |
| Yellow Group | School-Age to < 11 years | 1 to 9         |         |
| Yellow Group | School-Age to < 11 years | 1 to 6         |         |
| Blue Group   | School-Age to < 11 years | 1 to 12        |         |
| Blue Group   | School-Age to < 11 years | 1 to 7         |         |
| Pink Group   | School-Age to < 11 years | 1 to 8         |         |
| Pink Group   | School-Age to < 11 years | 1 to 6         |         |
| Orange Group | School-Age to < 11 years | 1 to 13        |         |
| Orange Group | School-Age to < 11 years | 1 to 8         |         |

**Summary of Non-Compliances**

*If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

**Serious Risk Non-Compliances**

**No Serious Risk Non-Compliances were observed during this inspection**

**Moderate Risk Non-Compliances**

**No Moderate Risk Non-Compliances were observed during this inspection**





Corrective Action Plan Due: 06/08/2023

**Domain: 05 Health & Safety**

Rule: 5101:2-12-22 Meal and Snack Requirements

Code: The program is required to post the current weekly menu in a noticeable location that is accessible to parents and note any substitutions at the time of the change.

Finding: During the inspection, it was determined that the program's weekly menu did not meet the requirement as noted in number 4 below.

1. The menu was not posted.
2. The posted menu was not in a visible place readily accessible to parents.
3. The menu was not currently dated.
4. The entire menu was substituted.
5. At least one item on menu did not match what was served.
6. The meal or snack served did not match the posted menu.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 10 Written Policies & Procedures**

Rule: 5101:2-12-07 Written Program Policies and Procedures

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

Finding: During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing item numbers 3, 6, 10, 21, 24, 28 & 30 below:

General Information

1. Program name, address, email address and telephone number.
2. Description of the program's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule (scheduled closings are not listed- there is a statement that you follow Dublin City School's calendar, so please attach a copy to the handbook).
4. Staff/child ratios and group size.
5. Opportunities for parent involvement in program activities.



6. Opportunities for parents to meet with teachers regarding their child (the handbook just states that unscheduled conferences cannot take place, but it does not list what they would do to schedule a conference).
7. Payment schedule, overtime charges and registration fees as applicable.
8. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

#### Program Policies and Procedures

9. Enrollment including required enrollment information.
10. Care of children without immunizations (the handbook says you will enroll children who are not immunized, but it doesn't state how you will care for them during an outbreak of a disease).
11. Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
12. Supervision of children, including a separate supervision policy for school-age children, if applicable.
13. Child guidance.
14. Suspension and expulsion.
15. Compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.
16. Outdoor play, including limitations placed on outdoor play due to weather or safety issues (considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.)
17. Food and dietary policy, including, information regarding meeting one-third of the child's recommended daily dietary allowance, policy regarding formula, breast milk, meals and snacks, and a policy on providing supplemental food.
18. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child.
19. Summary of procedures taken in the event of an emergency, serious illness or injury.
20. Administration of medication and topical products including medical foods, modified diets and whether school age children are permitted to carry their own medication and ointments.
21. Transportation for fieldtrips, routine trips (if applicable) and emergencies, including if the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment (the policy on page 14 says that the program refuses the right to admittance for families who do not grant permission for emergency transportation, but this should specifically state whether or not you will allow them to enroll).
22. Water activities/swimming.
23. Infant care, if applicable, including feeding, frequency of diaper checks and information about daily activities.
24. Sleeping, Napping and Resting.
25. Evening and overnight care, if applicable.
26. Policy on hours of operation including closing due to weather, school delays or closings and any other factors.
27. Situations that may require disenrollment of a child, if applicable.
28. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care program (missing the policy for employee's to follow).
29. Formal screenings and assessments on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.
30. Other: the ODJFS phone # on page 12 should be (877) 302-2347.



Revise the program’s written policies and procedures to include the missing information. Submit the program’s corrective action plan, which includes the revised written policies and procedures, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 06/08/2023

**Rules In-Compliance/Not Verified**

| 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.  |
| 5101:2-12-02 Current Information                  | Compliant |   |
| Rule: 5101:2-12-04 Building Department Inspection | Compliant | Documenting Statement: This program serves only school age children in a public or chartered non-public school building.  |
| Rule: 5101:2-12-04 Fire Inspection                | Compliant | Documenting Statement: This program serves only school age children in a public or chartered non-public school building.  |
| Rule: 5101:2-12-04 Food Service Requirements      | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: #NFRY-9C35GL, exp 3/1/24. The program also had written permission from the school to use their food service license. |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| 5101:2-12-07 Administrator Qualifications                           | Compliant |   |
| 5101:2-12-07 Administrator Responsibilities/Requirements            | Compliant |   |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.  |
| 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.  |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection       | Compliant |   |
| 5101:2-12-09 Background Check Requirements                          | Compliant |   |
| Rule: 5101:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation. |
| 5101:2-12-11 Indoor Space Requirements                              | Compliant |   |
| Rule: 5101:2-12-11 Outdoor Space Requirements                       | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most  |



|   |           | recent inspection report form was dated 4/3/23.   |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Play Equipment               | Compliant | Documenting Statement: The playground safety kit was used to verify the outdoor play equipment was free from entrapment hazards and unsafe and protruding bolts.                    |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Play Fall Zones              | Compliant | Documenting Statement: The protective material used under outdoor equipment was mulch.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-12 Safe Equipment                             | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-12 Safe Environment                     | Compliant | Documenting Statement: A safe environment was observed during the inspection. Children were protected from items and conditions which threaten their health, safety and well-being. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment   | Compliant | Documenting Statement: During the inspection, the equipment was observed clean and in good repair.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-13 Handwashing Requirements                   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-13 Smoke Free Environment                     | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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.                          |





| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5101:2-12-15 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: 5101:2-12-16 Emergency Drills               | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.                      |
| Rule: 5101:2-12-16 First Aid/Standard Precautions | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| 5101:2-12-16 Management of Communicable Disease   | Compliant |   |
| 5101:2-12-16 Incident/Injury Reporting            | Compliant |   |
| 5101:2-12-16 Written Disaster Plan                | Compliant |   |
| Rule: 5101:2-12-17 Daily Schedule                 | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| 5101:2-12-17 Materials and Equipment              | Compliant |   |
| Rule: 5101:2-12-17 Daily Outdoor Play             | Compliant | Documenting Statement: Outdoor play was observed for the groups.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |



|   |               |  |
|---|---------------|--|
| 5101:2-12-18 License Capacity           | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-18 Ratio                | Compliant     | Documenting Statement: Staff/child ratios observed during the inspection surpassed those required by the rule. |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 Group Size                 | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 Attendance Records         | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-19 Supervision                | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-19 Child Guidance             | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Fluid Milk Requirements    | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Safe Food Handling/Storage | Compliant     |  |
| <b>Rule</b>                             | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-25 Medication Administration  | Compliant     |  |