



## 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>GRACE LEARNING CENTER           | Program Number<br>000000406475 | Program Type<br>Child Care Center |                   |
| Address<br>100 GRACE DRIVE XENIA<br>OH<br>45385 |                                | County<br>GREENE                  |                   |
| Summary of Program Details                      |                                |                                   |                   |
| Building Approval Date                          | Use Group/Code                 | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>11/29/2023     | Food Service Risk Level        |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>06/06/2024 | Begin Time<br>9:10 AM    | End Time<br>12:30 PM             |
| Reviewer:<br>SULYN ROMER      |                          |                                  |

| Summary of Findings      |                                      |                       |                        |                   |
|--------------------------|--------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>26 | No. Rules with Non-compliances<br>11 | No. Serious Risk<br>0 | No. Moderate Risk<br>2 | No. Low Risk<br>8 |

| 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)                                 |                  | 8          | 0         | 8     |
| Young Toddler   |                  | 10         | 0         | 10    |
| <b>Total Under 2 ½ Years</b>                              | 25               | 18         | 0         | 18    |
| Older Toddler   |                  | 4          | 0         | 4     |
| Preschool   |                  | 25         | 0         | 25    |
| School Age  |                  | 30         | 0         | 30    |
| <b>Total Capacity/Enrollment</b>                          | 110              | 59         | 0         | 77    |

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



|            |                          |         |  |
|------------|--------------------------|---------|--|
| Preschool  | 3 years to < 4 years     | 1 to 11 |  |
| Toddler 1  | 18 months to < 30 months | 1 to 4  |  |
| Toddler 2  | 18 months to < 30 months | 2 to 6  |  |
| Infants    | 0 to < 12 months         | 2 to 5  |  |
| School Age | School-Age to < 11 years | 1 to 12 |  |
| Pre-K      | 3 years to < 4 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**

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Environment  
Code: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Finding: Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined the program did not protect children from an unsafe item, condition or equipment noted in number(s) 6 and 17 below:

1. Closed ended pull cord(s) on the window blind(s)
2. Extension cord(s); electrical cord(s) attached to an object that could result in a severe injury if pulled.
3. Stacked tables.
4. Folding tables.
5. Matches and/or a lighter.
6. Power tool(s). Saw or tile cutter blades on work table/tile cutter other tools



7. Live wires.
8. Stove(s) that are either on or able to be turned on by a child.
9. Asbestos.
10. Traffic.
11. A body of water.
12. A well.
13. Environmental hazard(s) confirmed by local authorities having jurisdiction over the hazard.
14. A crockpot used to heat bottles.
15. Immediate access to a knife.
16. Large or heavy pieces of shelving units are not securely anchored to the wall.
17. Other: the entryway to the church is being remodeled -this is the location of the restrooms for children. Observed holes in wall with exposed insulation and electric boxes; paint/stain containers;

Any hazardous equipment must be removed, replaced, or repaired and any hazardous condition must be corrected and must be made inaccessible to children. Provide staff training. Submit the program's corrective action plan, which includes a statement that the item or condition has been removed and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/12/2024

**Domain: 08 Staff Files**

Rule: 5101:2-12-09 Background Check Requirements

Code: The program is required to have all staff request background checks as required and receive a JFS 01176 or preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

Finding: In review of the staff records, it was determined that background checks did not meet the requirements of the rule for the person(s) listed on the Employee Record Chart as noted in number(s) 1, 3 & 4 below:

1. The request for a background check for child care was not submitted in the OPR.
2. The fingerprints were not submitted electronically according to the process established by BCI.
3. The individual(s) had engaged in assigned duties or were near children and preliminary approval from ODJFS was not on file.
4. Background checks were not updated every five years.

Submit the program's corrective action plan, which includes a copy of the JFS 01176, or a copy of the preliminary approval or a statement that the individual(s) are no longer engaged in assigned duties and are not near children until the preliminary approval has been received, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/12/2024



### Low Risk Non-Compliances

#### Domain: 02 Safe & Sanitary Environment

**Rule:** 5101:2-12-13 Handwashing Requirements

**Code:** The program is required to have all staff and children wash their hands as outlined in rule.

**Finding:** During the inspection, it was determined that handwashing requirements were not followed as listed in number(s) 6 & 11 below, as required in rule.

1. At least one staff/child did not wash their hands upon arrival for the day.
2. At least one staff/child did not wash their hands prior to departure.
3. At least one staff did not wash their hands upon entry into a classroom.
4. At least one staff/child did not wash their hands after toileting or assisting a child with toileting.
5. At least one staff/child did not wash their hands after each diaper change or pull-up change.
6. At least one staff did not wash their hands after contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
7. At least one child did not wash their hands after contact with bodily fluids.
8. At least one child did not wash their hands after returning inside after outdoor play.
9. At least one staff did not wash their hands after cleaning or sanitizing or using any chemical products.
10. At least one staff/child did not wash their hands after handling pets, pet cages or other pet objects that have come in contact with the pet.
11. At least one staff did not wash their hands before eating, serving or preparing food or bottles or feeding a child.
12. At least one child did not wash their hands before eating or assisting with food preparation.
13. At least one staff did not wash their hands before and after completing a medical procedure or administering medication.
14. At least one child did not wash their hands after water activities.
15. At least one staff/child did not wash their hands when visibly soiled (must use soap and water).
16. Other [ ].

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

Corrective Action Plan Due: 07/12/2024



### Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation - Driver Requirements

Code: The program is required to have all drivers be an employee of the program, a public transportation driver, or employed by a contracted transportation service company and retain a copy of all licenses for drivers employed by the program.

Finding: During the inspection, it was determined that the requirements for drivers was not met as listed in number(s) 1 & 2 below:

1. The driver(s) noted on the Employee Record Chart used for trips did not have a copy of a current driver's license on file.
2. At least one employee who is responsible for transporting children did not have documentation of completion of the prescribed driver training on file.
3. The driver used to transport children was not an employee of the program, a public transportation driver, or employed by a company contracted to provide transportation service.

Remove this individual from transporting children until the requirements are met. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/12/2024

### Domain: 07 Diapering & Infant Care

Rule: 5101:2-12-23 Infant Bottle and Food Preparation

Code: The program staff is required to label and store bottles with breast milk following the requirements in rule.

Finding: During the inspection, it was determined that breast milk provided by the parent was not stored appropriately as noted in number 1 below:

1. Not labeled with infant's name, date pumped, and date bottle was prepared;
2. Not immediately refrigerated or frozen;
3. Stored at room temperature longer than eight hours;
4. Stored at the program for more than five days after it was expressed;
5. Stored longer than two weeks in the freezer compartment of the refrigerator;
6. Stored longer than six months in the refrigerator/freezer;
7. Stored longer than twelve months in the deep freezer;
8. Other [ ].

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

Corrective Action Plan Due: 07/12/2024



**Domain: 08 Staff Files**

Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements

Code: The program staff is required to have educational verification on file at the program.

Finding: In review of the staff records, it was determined that verification of a high school education for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements as listed in number 1 below:

1. Verification of completion of a high school education was not on file.
2. Documentation was incomplete or not on file for a high school junior or senior who is enrolled in a career-technical program.
3. Documentation was not on file for a high school junior or senior who is also enrolled in a college credit program in child development or early childhood education.
4. Documentation was not on file for a high school junior or senior who is enrolled in a Child Development Associate (CDA) training program.

Submit the program's corrective action plan, which includes a copy of the education verification, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/12/2024

**Domain: 08 Staff Files**

Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection

Code: The program is required to have staff complete the online staff orientation training. Additionally, the training must be completed before they are permitted to have sole responsibility of children.

Finding: In review of the staff records, it was determined that child care staff member(s) did not meet the requirements for completing the online orientation training as noted in number(s) 1 & 3 below:

1. The training was not completed within 30 days of starting employment at the program as a child care staff member.
2. Documentation of completing the training after December 31, 2016 was not on file.
3. Completion of the training was not verified in the OPR.
4. A child care staff member had sole responsibility of children and had not completed the online orientation.

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



Corrective Action Plan Due: 07/12/2024

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-08 Medical Statement

**Code:** The program staff's medical statements are required to be completed and on file at the program.

**Finding:** In review of the staff records, it was determined that the medical statements for the employees listed on the Employee Record Chart did not meet the requirements as listed in number 1 below.

1. A medical statement was not on file for at least one employee;
2. The medical statement(s) on file did not have a date of examination within 12 months of the employee's first day of employment;
3. Date of examination was missing;
4. Signature, business address, or telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination was missing;
5. A statement was missing that verifies the employee is:
  - a. Physically fit for employment in a program caring for children;
  - b. Immunized against Tetanus, Diphtheria, Pertussis (Tdap);
  - c. Immunized against Measles, Mumps, and Rubella (MMR);
6. Tuberculosis (TB) screening/test information was missing:
  - a. Documentation of the screening process to determine if the employee resided in a country identified by the world health organization as having a high burden of TB and arrived in the United States within the five years preceding the date of application for employment.
  - b. Results of a TB test for employees meeting both criteria in 6a.
  - c. Results of additional testing for employees with a positive TB test.
  - d. Written statement, signed by a representative of the TB control unit, that the employee's TB is no longer infectious or the individual is receiving a TB treatment regimen for employees with a positive TB test.

Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, or TB results/documentation, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/12/2024

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-07 Administrator Responsibilities/Requirements



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

**Finding:** During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number(s) 1, 2, 5, 6 below:

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

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

Corrective Action Plan Due: 07/12/2024

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-10 Health Training Requirements

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

**Finding:** In review of the staff records, it was determined that at least one child care staff member had not completed required health and safety training as noted in number(s) 2, 3, 4 below:

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

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





Corrective Action Plan Due: 07/12/2024

**Rules In-Compliance/Not Verified**

| Rule   | Status       | Documenting Statement(s), If applicable |
|--|--------------|---|
| 5101:2-12-02 License Posted                          | Not Verified |   |
| 5101:2-12-02 Current Information                     | Not Verified |   |
| 5101:2-12-03 Inspection Requirements                 | Compliant    |   |
| 5101:2-12-04 Building Department Inspection          | Not Verified |   |
| 5101:2-12-04 Fire Inspection                         | Compliant    |   |
| 5101:2-12-04 Food Service Requirements               | Not Verified |   |
| 5101:2-12-07 Administrator Qualifications            | Not Verified |   |
| 5101:2-12-07 Written Program Policies and Procedures | Not Verified |   |



| Rule   | Status       | Documenting Statement(s), If applicable  |
|--|--------------|--|
| 5101:2-12-10 Professional Development Requirements       | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Indoor Space Requirements                   | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Separation of Children Under 2 1/2 Years    | Compliant    |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Outdoor Space Requirements                  | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Outdoor Play Equipment                      | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-11 Outdoor Play Fall Zones                     | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-12 Safe Equipment                              | Compliant    |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Sanitary Equipment and Environment          | Compliant    |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Smoke Free Environment                      | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| 5101:2-12-14 Transportation and Field Trip Procedures    | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements | Not Verified | Documenting Statement: During the inspection, the requirements of the rule regarding vehicles used for transporting children were discussed. |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements | Not Verified | Documenting Statement: The vehicle(s) used by the program to transport children  |



|  |              | are inspected and licensed by the Ohio State Highway Patrol. |
|--|--------------|--|
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-15 Child Medical and Enrollment Records        | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-15 Medical/Physical Care Plans                 | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-16 Medical, Dental, and General Emergency Plan | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-16 Emergency Drills                            | Not Verified |  |
| 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          | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-16 Incident/Injury Reporting                   | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-17 Daily Schedule                              | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-17 Materials and Equipment                     | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-17 Daily Outdoor Play                          | Not Verified |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |
| 5101:2-12-18 License Capacity                            | Compliant    |  |
| Rule   | Status       | Documenting Statement(s), If applicable                      |



|  |               |  |
|--|---------------|--|
| 5101:2-12-18 Ratio                         | Compliant     |  |
| <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            | Not Verified  |  |
| <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> |
| 5101:2-12-20 Cots and Napping              | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-20 Cribs                         | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-22 Meal and Snack Requirements   | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-22 Safe Food Handling/Storage    | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-23 Infant Daily Care             | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-23 Diapering and Toilet Training | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-25 Medication Administration     | Not Verified  |  |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-12-16 Written Disaster Plan         | Not Verified  |  |



Department of Education  
Department of Job and Family Services

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