



## 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>CAREYTOWN PRESCHOOL & CHILD CARE    | Program Number<br>000000406709       | Program Type<br>Child Care Center |                          |
| Address<br>527 PERSHING ROAD ZANESVILLE<br>OH 43701 |                                      | County<br>MUSKINGUM               |                          |
|   |                                      |                                   |                          |
| Building Approval Date<br>01/18/2002                | Use Group/Code<br>E                  | Occupancy Limit                   | Maximum Under 2 ½<br>100 |
| Fire Inspection Approval Date<br>11/15/2016         | 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>06/12/2023 | Begin Time 10:11 AM      | End Time 12:00 PM                |
| Inspection Date<br>06/13/2023 | Begin Time 9:40 AM       | End Time 2:10 PM                 |
| Inspection Date<br>06/16/2023 | Begin Time 9:50 AM       | End Time 11:43 AM                |
| Reviewer:<br>HEATHER WARES    |                          |                                  |
| Reviewer:<br>HEATHER WARES    |                          |                                  |
| Reviewer:<br>HEATHER WARES    |                          |                                  |

| Summary of Findings      |                                      |                       |                        |                    |
|--------------------------|--------------------------------------|-----------------------|------------------------|--------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>18 | No. Serious Risk<br>0 | No. Moderate Risk<br>5 | No. Low Risk<br>22 |

| 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)                                 |                  | 11         | 0         | 11    |
| Young Toddler   |                  | 18         | 0         | 18    |



|                                  |     |    |   |     |
|----------------------------------|-----|----|---|-----|
| <b>Total Under 2 ½ Years</b>     | 42  | 29 | 0 | 29  |
| Older Toddler                    |     | 6  | 0 | 6   |
| Preschool                        |     | 53 | 0 | 53  |
| School Age                       |     | 36 | 0 | 36  |
| <b>Total Capacity/Enrollment</b> | 145 | 95 | 0 | 124 |

| <b>Staff-Child Ratios at the Time of Inspection</b> |                          |                       |                |
|---|--------------------------|-----------------------|----------------|
| <b>Group</b>  | <b>Age Group/Range</b>   | <b>Ratio Observed</b> | <b>Comment</b> |
| Room 3  | 3 years to < 4 years     | 1 to 5                |                |
| Room 3  | 3 years to < 4 years     | 1 to 6                |                |
| Room 1  | 4 years to < 5 years     | 1 to 9                |                |
| Room 1  | 4 years to < 5 years     | 1 to 12               |                |
| Room 2  | 3 years to < 4 years     | 1 to 10               |                |
| Room 2  | 3 years to < 4 years     | 1 to 7                |                |
| Room 4  | 30 months to < 36 months | 2 to 8                |                |
| Room 4  | 18 months to < 30 months | 2 to 9                |                |
| Room 6  | 18 months to < 30 months | 2 to 12               |                |
| Room 7  | 12 months to < 18 months | 1 to 3                |                |
| Room 7  | 12 months to < 18 months | 1 to 4                |                |
| Room 8  | 0 to < 12 months         | 2 to 5                |                |
| Room 8  | 0 to < 12 months         | 1 to 5                |                |
| Room 9/10   | 4 years to < 5 years     | 1 to 9                |                |
| Room 11   | School-Age to < 11 years | 1 to 11               |                |
| Room 11   | School-Age to < 11 years | 1 to 14               |                |
| Room 12   | School-Age to < 11 years | 1 to 13               |                |
| Room 12   | School-Age to < 11 years | 1 to 14               |                |
| Room 9/10   | 4 years to < 5 years     | 1 to 10               |                |
| Room 6  | 18 months to < 30 months | 2 to 13               |                |

**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.*

| <b>Serious Risk Non-Compliances</b>   |
|---|
| <b>No Serious Risk Non-Compliances were observed during this inspection</b> |
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**Moderate Risk Non-Compliances**

**Domain: 01 Ratio & Supervision**

Rule: 5101:2-12-19 Supervision

Code: The program staff is required to supervise children in their assigned group by sight and hearing. Supervision includes being near enough to respond and reach children immediately and protecting them from harm.

Finding: During the inspection, it was determined that children were left unattended while inside the program as noted in number(s) 2 below:

1. Child(ren) were left unattended once.
2. Child(ren) were left unattended more than once when schoolage eligible children were allowed to walk in the stairwell unattended.
3. Child(ren) left the group and were unattended.
4. Child care staff were using a baby monitor to supervise children.
5. Child care staff were using a walkie talkie to supervise children.
6. Child care staff were using mirrors to view children in another room.
7. Child care staff were using a video camera instead of physically being present in the room.
8. Other [ ].

Children must be supervised and within sight and hearing of a child care staff member at all times. Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**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) 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).
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 falling objects from roof onto playground due to construction. Children were present on the playground.

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: 07/16/2023

**Domain: 04 Indoor/Outdoor Space**

Rule: 5101:2-12-11 Outdoor Play Fall Zones

Code: The program is required to provide adequate fall surface for the outdoor play space.

Finding: During the inspection, it was determined that the playground did not have adequate fall surface under and around equipment as noted in number(s) 1 below:

1. No fall surface
2. Adequate fall surface to soften the impact of a fall
3. Adequate fall surface to soften the impact of a fall that extended the length of the required fall zone
4. Other [ ]

With any equipment designed for climbing, swinging, bouncing, or sliding, resilient material, as specified in Appendix A, needs to be added in order to protect children in the event of a fall. Submit the program's corrective action plan, which includes written verification of the discontinued use of this equipment until corrections are made along with a description of the resilient material added, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023



**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration

Code: The program is required to use the appropriate form and retain current documentation to administer medications. The program is also required to obtain separate documentation for each medication and child, and retain on file each JFS 01217 "Request for Administration of Medication for Child Care" for at least one year. The program is required to administer medication only if it has the prescription label attached or has written instructions from a licensed physician. The program is also required to have each medication to be administered stored in its original container.

Finding: During the inspection, it was determined the program did not meet the requirement(s) for administering a medication or medical food that is not required by a JFS 01236 "Child Medical/Physical Care Plan for Child Care" or a prescription topical product to a child as noted in number(s) 1 below:

1. No JFS 01217 "Request for Administration of Medication for Child Care" was on file.
2. The child's name was missing on the JFS 01217.
3. The child's date of birth was missing on the JFS 01217 and was needed to determine the correct dosage.
4. The child's weight was missing on the JFS 01217 and was needed to determine the correct dosage.
5. The name of the medication was missing on the JFS 01217.
6. The exact dose was missing on the JFS 01217.
7. The time to administer was missing on the JFS 01217.
8. The time period to administer was missing on the JFS 01217.
9. The medication's expiration date was missing on the JFS 01217.
10. The Parent/Guardian's dated signature was missing on the JFS 01217.
11. Physician instructions were missing on the JFS 01217.
12. Possible side effects were missing on the JFS 01217.
13. Physician's dated signature was missing on the JFS 01217.
14. Physician's phone number was missing on the JFS 01217.
15. Date medication was administered was missing on the JFS 01217.
16. Time medication was administered was missing on the JFS 01217.
17. Dosage administered was missing on the JFS 01217.
18. Staff member's signature was missing on the JFS 01217.
19. A prescription label was not attached to the prescription medication.
20. The medication or product, [ ], was not brought to the program in its original container.
21. Parent instructions conflict with either the manufacturer or physician instructions.

Submit the program's corrective action plan, which includes the completed JFS 01217 for each child needed, verification that the prescription label is now attached, and/or verification that the medication or product is now in its original container, and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023



**Domain: 09 Children's Files**

**Rule:** 5101:2-12-15 Medical/Physical Care Plans

**Code:** The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file at the program for any child having a health condition. The program is required to implement and/or follow instructions on the JFS 01236 for a child with a health condition.

**Finding:** A written, signed and dated JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be on file for any child having health conditions which require monitoring for symptoms, or a medical procedure be performed, or ongoing administration of medication or medical foods at the program. In review of the children's records, it was determined that the required written information was either not on file, implemented or followed, for at least one child indicated on the Children Records Review, as noted in number(s) 16 below:

1. No plan was on file.
2. Child's name was missing.
3. Child's date of birth was missing.
4. Name of the condition was missing.
5. Indication if medication is required was missing.
6. Symptoms to watch for were missing.
7. Directions for when should the medication or medical food be administered were missing.
8. Instructions for administration were missing.
9. Conditions that trigger the need for medication or medical foods were missing.
10. Expected results of the medication or medical food were missing.
11. Actions to be taken if the symptoms do not subside were missing.
12. Activities, foods, environmental conditions to avoid were missing.
13. Training instructions were missing.
14. Directions for action to be taken if expected result of medication or medical food does not occur were missing.
15. Instructions regarding emergency evacuation, if applicable, were missing.
16. Dated signature of parent was missing.
17. Dated signature of certified professional who trained the program staff was missing, if parent was not the trainer.
18. Printed name(s)/Dated signature(s) of child care staff member(s) trained to perform the procedure were missing.
19. Dated signature(s) of administrator was missing.
20. Name of any applicable medication was missing.
21. Date medication was administered was missing.
22. Time medication was administered was missing.
23. Dosage administered was missing.
24. Signature of staff member who administered the medication was missing.
25. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.
26. The plan was not implemented.
27. The plan was not able to be implemented due to conflicting information.
28. The plan was not followed.



Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

### Low Risk Non-Compliances

#### Domain: 01 Ratio & Supervision

**Rule:** 5101:2-12-20 Cots and Napping

**Code:** The program is required to have child sleep only on cots/mats.

**Finding:** During the inspection, it was determined that a child was sleeping as noted in number(s) 5 below:

1. On the floor.
2. At the table.
3. On a bean bag chair.
4. On a couch or chair.
5. Other on pillows.

Children shall be provided a cot or mat to rest, nap, or sleep. 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: 01 Ratio & Supervision

**Rule:** 5101:2-12-18 Attendance Records

**Code:** The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the original attendance record at the center for a period of one year.

**Finding:** During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number(s) 2 below:



1. No attendance record was being maintained.
2. The attendance record was not being consistently completed.
3. The original attendance documentation was not kept at the program for a period of one year.

Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Environment

Code: The program is required to store chemicals in a place that is inaccessible to children.

Finding: During the inspection, a potentially hazardous substance, which was determined to not present a serious risk to a child, was accessible to children as noted in number(s) 1, 9, 11 below:

1. Cosmetics (deodorant);
2. Disinfecting wipes;
3. Fish food;
4. Hand lotion;
5. Hand sanitizer (for children under 24 months);
6. Laundry detergent;
7. Powder dish washing soap;
8. Paint cans;
9. White out;
10. Potting Soil;
11. Other potentially hazardous substance swiffer wet jet.

The potentially hazardous substance was determined to be accessible to children in the following area: unlocked drawers in rooms 2, 4 and 6.

Provide staff training. Submit the program's corrective action plan, which includes a statement that the potentially hazardous substance is no longer accessible to children and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 02 Safe & Sanitary Environment**





**Rule:** 5101:2-12-13 Sanitary Equipment and Environment

**Code:** The program is required to provide a clean restroom with the appropriate materials available.

**Finding:** During the inspection, it was determined that unsanitary conditions, as noted in number(s) 8 below, were in the room 1 restroom:

1. There was no liquid soap.
2. There was no toilet paper.
3. There were no paper towels.
4. The toilet cleaning brush was accessible to the children.
5. The plunger was accessible to the children.
6. The toilet(s) were not flushed.
7. The trash was not emptied from the day before.
8. There was a strong urine odor.
9. Other [ ].

The restroom(s) must be kept sanitary at all times. 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: 02 Safe & Sanitary Environment**

**Rule:** 5101:2-12-13 Sanitary Equipment and Environment

**Code:** The program is required to clean equipment throughout the day if dirty or soiled.

**Finding:** During the inspection, it was determined that the following equipment was unclean or soiled during daily use tables and shelves had tape residue. 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: 02 Safe & Sanitary Environment**

**Rule:** 5101:2-12-13 Sanitary Equipment and Environment

**Code:** The program is required to follow the cleaning schedule for equipment.



Finding: During the inspection, it was determined that the items noted in number(s) 1 below were not cleaned weekly, or when soiled, as required:

1. Carpets.
2. Floors.
3. Washable furniture.

Furniture, materials and equipment must be maintained according to the cleaning and sanitizing schedule in Appendix A to this rule. 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: 02 Safe & Sanitary Environment**

Rule: 5101:2-12-12 Safe Equipment

Code: The program is required to provide equipment that is safe and hazard free.

Finding: During the inspection, equipment was determined to be unsafe or hazardous to children and in need of repair as noted in number(s) 1 below:

1. The equipment had sharp points or corners (drawer face in room 9/10 was loose with exposed nails);
2. The equipment had splinters;
3. The equipment had protruding nails;
4. The equipment had loose or rusty parts;
5. The equipment had paint which contains lead or other poisonous materials;
6. The equipment had hazardous features;
7. Other [ ].

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

Corrective Action Plan Due: 07/16/2023

**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 that at least one area of the program or at least one piece of equipment had chipping or peeling paint. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**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 that children were not protected from the following item(s) or condition(s) which may threaten their health, safety, or well-being as noted in number(s) 3, 5, 12 below:

1. Open pull cords that are not closed loop.
2. Telephone cords.
3. Electrical/extension cords attached to an object that would not likely result in a severe injury if pulled.
4. Stacked chairs.
5. Employee(s) purse(s).
6. Diaper bags.
7. Television not securely anchored.
8. Small or lightweight pieces of shelving units are not securely anchored to the wall.
9. Smoke detector needing batteries replaced.
10. Staff member stepped over a barrier/gate while holding a child.
11. Emergency exits were blocked by the following classroom furniture: [ ].
12. Other puddy knife.

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 02 Safe & Sanitary Environment**



**Rule:** 5101:2-12-12 Safe Environment

**Code:** The program is required to provide ventilation to protect from rodents, insects, and other hazards.

**Finding:** Adequate, safe ventilation is necessary to provide protection from rodents, insects, and other hazards when a window was open without a screen present. During the inspection, it was determined that methods of ventilation used did not provide protection from rodents, insects, or other hazards. 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: 04 Indoor/Outdoor Space**

**Rule:** 5101:2-12-11 Outdoor Space Requirements

**Code:** The program is required to have an outdoor play space free from general hazards.

**Finding:** During the inspection, it was determined that hazardous conditions existed in the outdoor play area, as noted in number(s) 8 below:

1. There was broken glass.
2. There were tall weeds.
3. There was poison ivy.
4. There were tree branches.
5. There was mold visible.
6. There were thistles with prickles.
7. There were bird droppings.
8. There were bolts sticking up from mulch border.
9. The sandbox was contaminated.
10. Other [ ].

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

Corrective Action Plan Due: 07/16/2023

**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(s) 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: 07 Diapering & Infant Care**

Rule: 5101:2-12-20 Cribs

Code: The program is required to obtain written permission from parents of children who are over 12 months old and will use a cot/mat instead of a crib.

Finding: During the inspection, it was determined that an infant who was 12 months or older was assigned to a cot without written permission from the parent, as required by this rule. 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: 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(s) 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: 07/16/2023

**Domain: 08 Staff Files**

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

Code: The program is required to maintain a current JFS 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.

Finding: In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart, as noted in number(s) 1 below:

1. The JFS 01176 Program Notification of Background Check Review for Child Care the program received from the Department was not on file and the individual was not left alone with children.
2. The JFS 01177 Individual Notification of Background Check Review for Child Care was on file instead of the JFS 01176.
3. The JFS 01176 on file was for a different program.

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**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 or in the Ohio Professional Registry.

Finding: In review of the staff records, it was determined that verification of a high school education was not on file nor verified in the Ohio Professional Registry for Child Care Staff Member(s) listed on the Employee Record



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

Corrective Action Plan Due: 07/16/2023

**Domain: 08 Staff Files**

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

**Code:** The program staff medicals are required to be completed and on file at the program.

**Finding:** In review of the staff records, it was determined a completed medical examination statement for the employee(s) listed on the Employee Record Chart was not on file, as required by this rule. Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 09 Children's Files**

**Rule:** 5101:2-12-25 Medication Administration

**Code:** The program is required to store medical foods and topical products out of the reach of children.

**Finding:** During the inspection, it was determined that a medical food or topical product, sunscreen and diaper cream, was within the reach of children in room 6. 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: 09 Children's Files**

**Rule:** 5101:2-12-25 Medication Administration

**Code:** The program is required to have medication, medical foods and topical products labeled with the child's name.



Finding: During the inspection, it was determined that a medication, medical food or topical product was at the program which had not been labeled with the child's name. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 09 Children's Files**

Rule: 5101:2-12-25 Medication Administration

Code: The program staff is required to obtain signed written permission prior to administering topical products and lotions other than hand sanitizer to be used by children older than twenty-four months and lip balm.

Finding: During the inspection, it was determined the program did not obtain signed written permission from the parent prior to administering topical products and lotions, other than hand sanitizer to be used by children older than twenty-four months and lip balm. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 07/16/2023

**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Child Medical and Enrollment Records

Code: The program is required to use the updated JFS 01234 "Child Enrollment and Health Information For Child Care".

Finding: In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 "Child Enrollment and Health Information For Child Care", as required, for the items in number(s) 1 below.

1. No enrollment form was completed for at least one child
2. The current JFS 01234 was not completed for at least one child
3. Complete child information
4. Complete parent information
5. Complete emergency contact information
6. Complete physician information
7. Information regarding the parent list
8. Health information
9. Additional information for all boxes checked "yes"
10. Emergency transportation information





11. Parent/guardian's signature
12. Diapering Statement
13. Acknowledgement of Policies and Procedures
14. Enrollment form for at least one child was not updated by either the parent or the administrator
15. Enrollment form for at least one child was not signed by the administrator
16. Other [ ]

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 number(s) 1, 15, 23, 24 below:

##### General Information

1. Program email address.
2. Description of the program's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
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.
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.
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.
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.
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.

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: 07/16/2023

**Rules In-Compliance/Not Verified**

| Rule                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|---|
| 5101:2-12-02 License Posted | Compliant |   |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| 5101:2-12-02 Current Information                              | Compliant |   |
| 5101:2-12-03 Inspection Requirements                          | Compliant |   |
| 5101:2-12-04 Building Department Inspection                   | Compliant |   |
| 5101:2-12-04 Fire Inspection                                  | Compliant |   |
| 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: SGIS-CPGNK7 3/1/24.  |
| 5101:2-12-07 Administrator Qualifications                     | Compliant |   |
| 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant |   |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection | 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   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5101:2-12-11 Separation of Children Under 2 1/2 Years          | Compliant |   |
| Rule: 5101:2-12-11 Outdoor Play Equipment                      | Compliant | Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-13 Handwashing Requirements                          | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-13 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   |
| Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant | Documenting Statement: On the day of the inspection, the complete prescribed JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care" were posted in the program as required. |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 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   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 First Aid/Standard Precautions                    | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Management of Communicable Disease                | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Incident/Injury Reporting                   | Compliant | Documenting Statement: The JFS 01299 "Incident/Injury Report For Child Care"  |



|  |           | forms reviewed during this inspection were complete as required.   |
|--|-----------|--|
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-16 Written Disaster Plan         | Compliant |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-17 Daily Schedule          | Compliant | Documenting Statement: During the inspection, developmentally-appropriate practices were observed in the classroom(s).     |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-17 Materials and Equipment | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-17 Daily Outdoor Play            | Compliant |  |
| 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 |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-18 Group Size                    | Compliant |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-19 Child Guidance          | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection. |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-22 Fluid Milk Requirements       | Compliant |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
|  |           |  |



|   |           |   |
|---|-----------|---|
| Rule: 5101:2-12-22 Safe Food Handling/Storage       | Compliant | Documenting Statement: Food was stored in a safe and sanitary manner. |
| Rule  | Status    | Documenting Statement(s), If applicable                               |
| 5101:2-12-23 Infant Daily Care                      | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable                               |
| 5101:2-12-23 Diapering and Toilet Training          | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable                               |
| 5101:2-12-24 Swimming and Water Safety Requirements | Compliant |   |