



## 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>ST EDWARDS PRESCHOOL                     | Program Number<br>000000409504    | Program Type<br>Child Care Center |                        |
| Address<br>785 NEWARK GRANVILLE RD GRANVILLE<br>OH 43023 |                                   | County<br>LICKING                 |                        |
|  |                                   |                                   |                        |
| Building Approval Date<br>03/30/2005                     | Use Group/Code<br>E               | Occupancy Limit<br>68             | Maximum Under 2 ½<br>5 |
| Fire Inspection Approval Date<br>08/14/2023              | Food Service Risk Level<br>Exempt |                                   |                        |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>12/07/2023 | Begin Time 11:00 AM      | End Time 1:00 PM                 |
| Inspection Date<br>12/07/2023 | Begin Time 3:00 PM       | End Time 4:05 PM                 |
| Reviewer:<br>LISA NUTTER      |                          |                                  |
| Reviewer:<br>LISA NUTTER      |                          |                                  |

| 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)                                 | 3                | 0          | 0         | 0     |
| Young Toddler   |                  | 0          | 0         | 0     |
| <b>Total Under 2 ½ Years</b>                              |                  | 0          | 0         | 0     |
| Older Toddler   | 3                | 0          | 0         | 0     |
| Preschool   |                  | 0          | 45        | 45    |
| School Age  |                  | 0          | 6         | 6     |



|                                  |    |   |    |    |
|----------------------------------|----|---|----|----|
| <b>Total Capacity/Enrollment</b> | 40 | 0 | 51 | 51 |
|----------------------------------|----|---|----|----|

| <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 1  | 4 years to < 5 years   | 1 to 8                | PM class       |
| Room 1  | 3 years to < 4 years   | 2 to 7                | AM class       |
| Room 2  | 4 years to < 5 years   | 3 to 11               | PM group       |
| Room 2  | 3 years to < 4 years   | 2 to 6                | AM group       |

**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**



### Low Risk Non-Compliances

#### Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to obtain written parental permission before leaving the premises and retain the forms for at least one year from the date of the trip. Routine trip permission forms must be updated annually.

Finding: In review of the program's records, it was determined that requirements for written permission from the parent/guardian for a field trip or routine trip were not met as listed in number(s) 11 below:

1. Written parental permission was not secured for field trips and/or routine trips off the premises.
2. The written permission was missing the child's name.
3. The written permission was missing the date(s) of the trip(s) (field trips only).
4. The written permission was missing the destination(s) of the trip(s).
5. The written permission was missing the departure and return time(s) of the trip(s) (field trips only).
6. The written permission was missing the signature of the parent.
7. The written permission was missing the date on which the permission was signed.
8. The written permission was missing a statement notifying parents how their child will be transported.
9. Permission forms for routine trips were not being updated annually.
10. Written parental permission forms for field trips and/or routine trips were not being maintained on file for at least one year from the date of the trip.
11. Other: routine permission for children to go to the snack room (room 6) was not on file

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: 5101:2-12-15 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 numbers 3 and 10 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: 09 Children's Files**

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

Code: The program is required to maintain a complete JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file for any child having a health condition.

Finding: In review of the children's records, it was determined that the JFS 01236 "Child Medical/Physical Care Plan for Child Care" did not meet the requirements of the rule as noted in number(s) 3 below:

1. The JFS 01236 had not been updated as needed and at least annually.
2. A separate JFS 01236 had not been used for each condition.
3. The program used an old version of the JFS 01236.

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

Corrective Action Plan Due: 01/06/2024

**Domain: 10 Written Policies & Procedures**



**Rule:** 5101:2-12-16 Written Disaster Plan

**Code:** The program is required to train child care staff members and employees on the written disaster plan annually and keep written documentation of the training on-site.

**Finding:** During the inspection, it was determined the program's written disaster plan did not meet the requirement for training child care staff members and employees on the plan annually as noted in number(s) 2 below:

1. Child care staff members and employees were not trained annually.
2. Written documentation of the training was not kept on file.

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

Corrective Action Plan Due: 01/06/2024

**Rules In-Compliance/Not Verified**

| Rule  | Status    | Documenting Statement(s), If applicable |
|---|-----------|---|
| 5101:2-12-02 License Posted                 | Compliant |   |
| 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  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-04 Food Service Requirements                        | Compliant | Documenting Statement: The program has obtained a food service exemption status from the local health department.                          |
| Rule: 5101:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant | Documenting Statement: The administrator's hours of availability to meet with parents were posted in a noticeable location.                |
| Rule: 5101:2-12-07 Written Program Policies and Procedures          | Compliant | Documenting Statement: No changes have been made to the written policies and procedures since it was last approved by this Department.     |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.   |
| Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.               |
| Rule: 5101:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed. |
| Rule: 5101:2-12-10 Health Training Requirements                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |



|  |               |  |
|--|---------------|--|
| Rule: 5101:2-12-10 Professional Development Requirements | Compliant     | Documenting Statement: At the time of the inspection, all child care staff members had completed the required amount of professional development training.                                       |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Indoor Space Requirements                   | Compliant     |  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Outdoor Space Requirements                  | Compliant     |  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Outdoor Play Equipment                      | Compliant     |  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Outdoor Play Fall Zones                     | Compliant     |  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-12 Safe Equipment                              | Compliant     |  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 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.              |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment    | Compliant     | Documenting Statement: On the day of the inspection, the program provided a clean environment in accordance with Appendix A of this rule, which included the furniture, materials and equipment. |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-13 Handwashing Requirements              | Compliant     | Documenting Statement: Staff and children were observed washing hands as required by the rule.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5101:2-12-13 Smoke Free Environment                            | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 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   |
| 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.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Incident/Injury Reporting                         | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-17 Daily Schedule                                    | Compliant |   |
| 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: 5101:2-12-18 Attendance Records                               | Compliant | Documenting Statement: During the inspection, attendance records were reviewed. Child Care Staff Members were viewed recording the attendance for each child upon arrival and departure. All attendance records met the requirements of the rule and were kept with the group at all times. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-19 Supervision  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-19 Child Guidance   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-25 Medication Administration                              | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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.  |