

## Licensing Inspection Full Report

All licensed early care and education programs are inspected at least once each year. Non-compliances are documented and grouped by risk level. Documenting statements, technical assistance provided and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the Department of Children & Youth website at <https://childcaresearch.ohio.gov/>. This includes complaint investigation reports with substantiated allegations. For any other early care and education records, please contact the Family and Customer Support Center at 1-844-234-5437.

| Program Details                                           |                                |                                   |
|-----------------------------------------------------------|--------------------------------|-----------------------------------|
| Program Name<br>Sycamore Elementary Y Club                | Program Number<br>000000411084 | Program Type<br>Child Care Center |
| Address<br>500 SYCAMORE CREEK PICKERINGTON<br>OH<br>43147 | County<br>FAIRFIELD            |                                   |

| Inspection Information        |                          |                                         |                                  |
|-------------------------------|--------------------------|-----------------------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Method<br>On-site Inspection | Inspection Notice<br>Unannounced |
| Inspection Date<br>09/25/2026 | Begin Time<br>7:10 AM    | End Time<br>9:20 AM                     | Reviewer:<br>STEPHANIE WALTERS   |

| Summary of Findings             |                                            |                                        |                                        |
|---------------------------------|--------------------------------------------|----------------------------------------|----------------------------------------|
| No. Requirements Verified<br>67 | No. Requirements with Non-compliances<br>1 | No. Requirements Compliant<br>52       |                                        |
| No. Serious Risk<br>0           | No. Moderate Risk Findings<br>0            | No. Other Non-compliance Findings<br>1 | No. Technical Assistance Provided<br>1 |

| 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                                                |                  | 0          | 33        | 33    |
| <b>Total Capacity/Enrollment</b>                          | 54               | 0          | 33        | 33    |

| Staff-Child Ratios at the Time of Inspection |                          |                |               |         |
|----------------------------------------------|--------------------------|----------------|---------------|---------|
| Group                                        | Age Group/Range          | Ratio Observed | Compliance    | Comment |
| School Age                                   | School-Age to < 11 years | 2 to 25        | In Compliance | 8:35    |
| School Age                                   | School-Age to < 11 years | 2 to 8         | In Compliance | 7:10    |

### Summary of Non-Compliances

*If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5180:2-12-03, 5180:2-13-03, 5180:2-19-10 and 5180:2-20-02 detail the process for submitting a request for review. The request for review must be submitted within ten business days from the receipt of the licensing report. In addition, if the program is Step Up To Quality rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

### Serious Risk Non-Compliances

A serious risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

**No serious risk non-compliances were observed during this inspection**

### Moderate Risk Non-Compliances

A moderate risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

**No moderate risk non-compliances were observed during this inspection**

### Other Non-Compliances

This section includes other rule violations that are observable and/or based on facts.

#### **Domain: 10 Written Policies & Procedures**

Rule: 5180:2-12-16 Emergency Preparedness and Response Plan

Requirement: The program is required to have an emergency preparedness and response plan (EPRP).

Finding: During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information.

The following was observed as missing:

\*Outbreaks, epidemics, or other infectious disease emergencies.

- A designated safe site where staff and children can safely remain when evacuated.
- Procedures for communicating with parents during loss of communications when no phone or internet service is available.
- Training of staff or reassignment of staff duties as appropriate.
- Updating the plan on a yearly basis.

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/25/2026

#### **Domain: 10 Written Policies & Procedures**

Rule: 5180:2-12-16 Emergency Preparedness and Response Plan

Requirement: The program is required to have an emergency preparedness and response plan (EPRP).

Findings: During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information.

The following was observed as missing:

\*Outbreaks, epidemics, or other infectious disease emergencies.

- A designated safe site where staff and children can safely remain when evacuated.
- Procedures for communicating with parents during loss of communications when no phone or internet service is available.
- Training of staff or reassignment of staff duties as appropriate.
- Updating the plan on a yearly basis.

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/25/2026

#### Technical Assistance Provided

This section documents technical assistance provided to the program when the program demonstrated an overall level of compliance with a rule requirement.

#### Domain: 10 Written Policies & Procedures

Rule: 5180:2-12-07 Written Program Policies and Procedures

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

Findings: During the inspection, it was determined the program's policies and procedures handbook does not contain all items as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

#### In Compliance/Not Verified/Previously Verified/Not Applicable

This section documents rule requirements that were assessed as fully compliant, previously verified, not verified during this inspection or not applicable to the program.

| Rule                          | Status    | Documenting Statement(s), If applicable |
|-------------------------------|-----------|-----------------------------------------|
| 5180:2-12-18 License Capacity | Compliant |                                         |
| Rule                          | Status    | Documenting Statement(s), If applicable |
| 5180:2-12-02 License Visible  | Compliant |                                         |
| Rule                          | Status    | Documenting Statement(s), If applicable |

5180:2-12-03 Inspection  
Requirements

Compliant

| Rule                                                 | Status    | Documenting Statement(s), If applicable                                                                                  |
|------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-04 Building<br>Department Inspection | Compliant | Documenting Statement: This program serves only school age children in a public or chartered non-public school building. |

| Rule                               | Status    | Documenting Statement(s), If applicable                                                                                  |
|------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-04 Fire Inspection | Compliant | Documenting Statement: This program serves only school age children in a public or chartered non-public school building. |

| Rule                                            | Status    | Documenting Statement(s), If applicable                                                                                                        |
|-------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-04 Food Service<br>Requirements | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: 43031805DVV 3/1/27. |
| Rule: 5180:2-12-04 Food Service<br>Requirements | Compliant | Documenting Statement: Written permission to operate under the food service license of another entity at the same location was observed.       |

| Rule                                              | Status         | Documenting Statement(s), If applicable |
|---------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-05 Denial, Revocation and<br>Suspension | Not Applicable |                                         |

| Rule                                         | Status    | Documenting Statement(s), If applicable |
|----------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-07 Administrator<br>Qualifications | Compliant |                                         |

| Rule                                                        | Status    | Documenting Statement(s), If applicable |
|-------------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-07 Administrator<br>Responsibilities/Requirements | Compliant |                                         |

| Rule                                                                   | Status    | Documenting Statement(s), If applicable                                                                                  |
|------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-08 Child Care Staff<br>Member Educational Requirements | Compliant | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program. |

| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
|---------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant     |                                                                                                                                            |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| Rule: 5180:2-12-09 Background Check Requirements              | Compliant     | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed. |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| 5180:2-12-10 Health Training Requirements                     | Compliant     |                                                                                                                                            |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| 5180:2-12-10 Professional Development Requirements            | Compliant     |                                                                                                                                            |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| 5180:2-12-11 Indoor Space Requirements                        | Compliant     |                                                                                                                                            |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| 5180:2-12-11 Outdoor Space Requirements                       | Compliant     |                                                                                                                                            |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| Rule: 5180:2-12-11 Outdoor Play Equipment                     | Compliant     | Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.                          |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| Rule: 5180:2-12-11 Outdoor Play Fall Zones                    | Compliant     | Documenting Statement: The protective material used under outdoor equipment was mulch.                                                     |
| <b>Rule</b>                                                   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                             |
| Rule: 5180:2-12-12 Safe Equipment                             | Compliant     | Documenting Statement: Equipment was observed to be in good condition.                                                                     |

| Rule                                | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
|-------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-12 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: 5180:2-12-13 Sanitary Equipment and Environment | Compliant | Documenting Statement: The environment, furniture, materials, and equipment were kept in a sanitary condition at all times. |

| Rule                                        | Status    | Documenting Statement(s), If applicable                                                   |
|---------------------------------------------|-----------|-------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-13 Handwashing Requirements | Compliant | Documenting Statement: Children were viewed washing their hands, as required by the rule. |

| Rule                                | Status    | Documenting Statement(s), If applicable |
|-------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-13 Smoke Free Environment | Compliant |                                         |

| Rule                                                  | Status         | Documenting Statement(s), If applicable |
|-------------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-14 Transportation and Field Trip Procedures | Not Applicable |                                         |

| Rule                                              | Status         | Documenting Statement(s), If applicable |
|---------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-14 Transportation - Driver Requirements | Not Applicable |                                         |

| Rule                                               | Status         | Documenting Statement(s), If applicable |
|----------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-14 Transportation - Vehicle Requirements | Not Applicable |                                         |

| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                      |
|---------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-16 First Aid/Standard Precautions | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required. |

| Rule                                            | Status    | Documenting Statement(s), If applicable |
|-------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-16 Management of Communicable Disease | Compliant |                                         |

| Rule                                   | Status    | Documenting Statement(s), If applicable |
|----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-16 Incident/Injury Reporting | Compliant |                                         |

| Rule                                       | Status    | Documenting Statement(s), If applicable                                                                                                                   |
|--------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-15 Child Health 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                        | Status    | Documenting Statement(s), If applicable |
|-----------------------------|-----------|-----------------------------------------|
| 5180:2-12-17 Daily Schedule | Compliant |                                         |

| Rule                                 | Status    | Documenting Statement(s), If applicable |
|--------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-17 Materials and Equipment | Compliant |                                         |

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

| Rule                     | Status    | Documenting Statement(s), If applicable                                                      |
|--------------------------|-----------|----------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-18 Ratio | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance. |

| Rule                    | Status    | Documenting Statement(s), If applicable |
|-------------------------|-----------|-----------------------------------------|
| 5180:2-12-18 Group Size | Compliant |                                         |

| Rule                     | Status    | Documenting Statement(s), If applicable |
|--------------------------|-----------|-----------------------------------------|
| 5180:2-12-19 Supervision | Compliant |                                         |

| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                       |
|---------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-18 Attendance Records | Compliant | Documenting Statement: 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 |
|-----------------------------|-----------|-----------------------------------------|
| 5180:2-12-19 Child Guidance | Compliant |                                         |

| Rule                                                       | Status    | Documenting Statement(s), If applicable |
|------------------------------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-22 Meal Preparation and Nutritional Requirements | Compliant |                                         |

| Rule                                    | Status         | Documenting Statement(s), If applicable |
|-----------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-21 Evening and Overnight Care | Not Applicable |                                         |

| Rule                                            | Status         | Documenting Statement(s), If applicable |
|-------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-23 Infant Bottle and Food Preparation | Not Applicable |                                         |

| Rule                                 | Status    | Documenting Statement(s), If applicable |
|--------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-22 Fluid Milk Requirements | Compliant |                                         |

| Rule                           | Status         | Documenting Statement(s), If applicable |
|--------------------------------|----------------|-----------------------------------------|
| 5180:2-12-23 Infant Daily Care | Not Applicable |                                         |

| Rule                                    | Status    | Documenting Statement(s), If applicable |
|-----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-22 Safe Food Handling/Storage | Compliant |                                         |

| Rule                                                | Status         | Documenting Statement(s), If applicable |
|-----------------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-24 Swimming and Water Safety Requirements | Not Applicable |                                         |

| Rule                            | Status    | Documenting Statement(s), If applicable |
|---------------------------------|-----------|-----------------------------------------|
| 5180:2-12-16 Emergency Postings | Compliant |                                         |

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

Rule: 5180:2-12-16 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 |
|--------------------------------|----------------|-----------------------------------------|
| 5180:2-12-21 Mobile Preschools | Not Applicable |                                         |

| Rule                                    | Status    | Documenting Statement(s), If applicable |
|-----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-08 Staff Immunization Records | Compliant |                                         |

| Rule                             | Status    | Documenting Statement(s), If applicable |
|----------------------------------|-----------|-----------------------------------------|
| 5180:2-12-02 Current Information | Compliant |                                         |

| Rule                                   | Status    | Documenting Statement(s), If applicable |
|----------------------------------------|-----------|-----------------------------------------|
| 5180:2-12-02 Amendments to the License | Compliant |                                         |

| Rule                                      | Status         | Documenting Statement(s), If applicable |
|-------------------------------------------|----------------|-----------------------------------------|
| 5180:2-12-20 Cots and Napping - Practices | Not Applicable |                                         |

| Rule                                          | Status    | Documenting Statement(s), If applicable                                                                                                                                                                       |
|-----------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-15 Child Immunization Records | Compliant | Documenting Statement: At the time of the inspection, child immunization records for the children were not needed as all children enrolled attended a grade of kindergarten or above in an elementary school. |

| Rule                                        | Status    | Documenting Statement(s), If applicable                                                                                                                               |
|---------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-15 Child Enrollment Records | Compliant | Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the enrollment records were complete, as required by the rule. |

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

5180:2-12-15 Child Record  
Requirements

Compliant

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