



## 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>BETHLEHEM LUTHERAN PRESCHOOL    | Program Number<br>000000501123      | Program Type<br>Child Care Center |                   |
| Address<br>220 CEDAR ST PEMBERVILLE<br>OH 43450 |                                     | County<br>WOOD                    |                   |
|                                                 |                                     |                                   |                   |
| Building Approval Date<br>01/22/1986            | Use Group/Code<br>E                 | Occupancy Limit<br>17             | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>08/14/2018     | Food Service Risk Level<br>Level II |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>02/15/2023 | Begin Time 8:20 AM       | End Time 11:28 AM                |
| Reviewer:<br>ELLEN WOODRUFF   |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>5 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>4 |

| License Capacity and Enrollment at the Time of Inspection |                  |            |           |       |
|-----------------------------------------------------------|------------------|------------|-----------|-------|
| Age Group                                                 | License Capacity | Enrollment |           |       |
|                                                           | Totals           | Full Time  | Part Time | Total |
| Infant ( Birth to < 18 m)                                 |                  | 0          | 0         | 0     |
| Young Toddler                                             |                  | 0          | 0         | 0     |
| <b>Total Under 2 ½ Years</b>                              | 0                | 0          | 0         | 0     |
| Older Toddler                                             |                  | 0          | 0         | 0     |
| Preschool                                                 |                  | 11         | 57        | 68    |
| School Age                                                |                  | 44         | 0         | 44    |
| <b>Total Capacity/Enrollment</b>                          | 50               | 55         | 57        | 112   |

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



|                   |                          |         |                 |
|-------------------|--------------------------|---------|-----------------|
| 3 year old MW     | 3 years to < 4 years     | 1 to 6  |                 |
| 4 AM              | 4 years to < 5 years     | 2 to 14 |                 |
| Elementary School | School-Age to < 11 years | 2 to 29 | waiting for bus |
| Extended care     | 3 years to < 4 years     | 2 to 11 |                 |
| Extended care     | 3 years to < 4 years     | 2 to 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 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

**Serious Risk Non-Compliances**

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

**Moderate Risk Non-Compliances**

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-09 Background Check Requirements  
**Code:** The program is required to have all staff request background checks as required.

**Finding:** In review of the staff records, it was determined that background checks were not requested for the person(s) listed on the Employee Record Chart as noted in number 2 below:

1. Submitting the request for a background check for child care in the OPR.
2. Submitting fingerprints electronically according to the process established by BCI.

Submit the program’s corrective action plan, which includes a copy of the JFS 01176, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/17/2023



### Low Risk Non-Compliances

#### 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: 03/17/2023

#### Domain: 08 Staff Files

Rule: 5101:2-12-10 Professional Development Requirements

Code: The program is required to ensure child care staff members, including substitutes used more than ninety days annually, obtain at least 6 hours of professional development each state fiscal year.

Finding: In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement as noted in number 1 below:

1. The child care staff members had not completed at least six hours of professional development.
2. Documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule.
3. Training topic did not meet the requirements listed in appendix A of this rule.
4. Documentation of training did not meet the requirements of this rule.
5. The substitute(s) had been used more than ninety days annually between July first and June thirtieth and had not completed at least six hours of professional development
6. Other [ ].

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

Corrective Action Plan Due: 03/17/2023



**Domain: 08 Staff Files**

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

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

Finding: In review of the staff records, it was determined that at least one child care staff member had not completed required health and safety training as noted in number 1 below:

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

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

Corrective Action Plan Due: 03/17/2023

**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 15 below:

General Information

1. Program name, address, email address and telephone number.
2. Description of the program's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
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: 03/17/2023



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**Rules In-Compliance/Not Verified**

| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                              |
|---------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5101:2-12-02 License Posted                 | Compliant | Documenting Statement: The license was in a location visible to parents as required.                                                                                                 |
| Rule: 5101:2-12-02 Current Information            | Compliant | Documenting Statement: The program had current information entered in the Ohio Child Licensing and Quality System (OCLQS).                                                           |
| Rule: 5101:2-12-03 Inspection Requirements        | Compliant |                                                                                                                                                                                      |
| Rule: 5101:2-12-04 Building Department Inspection | Compliant | Documenting Statement: On the day of the inspection, the program was operating in compliance with the current building approval(s).                                                  |
| Rule: 5101:2-12-04 Fire Inspection                | Compliant | Documenting Statement: Please Note: Documentation of a fire inspection without any uncorrected violations must be secured for the program. Secure a new fire inspection by 8/4/2023. |
| 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                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                             |
|---------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5101:2-12-07 Administrator Qualifications                           | Compliant |                                                                                                                                                                     |
| 5101:2-12-07 Administrator Responsibilities/Requirements            | Compliant |                                                                                                                                                                     |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.                                                                                        |
| Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.                                        |
| 5101:2-12-11 Indoor Space Requirements                              | Compliant |                                                                                                                                                                     |
| Rule: 5101:2-12-11 Outdoor Space Requirements                       | Compliant | Documenting Statement: The outdoor play area is separated from traffic and other hazards by a natural barriers.                                                     |
| Rule: 5101:2-12-11 Outdoor Space Requirements                       | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 1/26/2023. |
| Rule: 5101:2-12-12 Safe Equipment                                   | Compliant | Documenting Statement: Equipment was observed to be in good condition.                                                                                              |
| Rule: 5101:2-12-12 Safe Environment                                 | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.                                                                           |



| Rule: 5101:2-12-12 Safe Environment                         | Compliant | Documenting Statement: All electrical outlets were covered with safety receptacles.                                                                                                 |
|-------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5101:2-12-12 Safe Environment                         | Compliant | Documenting Statement: A safe environment was observed during the inspection. Children were protected from items and conditions which threaten their health, safety and well-being. |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment       | Compliant | Documenting Statement: During the inspection, the equipment was observed clean and in good repair.                                                                                  |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| 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                                                                                                                                             |
| Rule: 5101:2-12-13 Smoke Free Environment                   | Compliant | Documenting Statement: No smoking was allowed on the premises, and the notice stating that smoking is prohibited was observed posted in a conspicuous place.                        |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5101:2-12-14 Transportation and Field Trip Procedures | Compliant | Documenting Statement: Requirements regarding routine and field trips were discussed during the inspection.                                                                         |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5101:2-12-15 Child Medical and Enrollment Records     | Compliant | Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the records were complete, as required by the rule.                          |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5101:2-12-15 Medical/Physical Care Plans              | Compliant | Documenting Statement: The program had current information on the medical status and the required treatment plan for the children with health conditions.                           |





| Rule                                                           | 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: 5101:2-12-16 Emergency Drills                            | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.                                                                                                                                                                                                                                                   |
| Rule: 5101:2-12-16 First Aid/Standard Precautions              | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.                                                                                                                                                                                                                                                                           |
| 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: 5101:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: The program staff stated parents were informed when their child had any exposure to a contagious illness by numbers 2, 5 below:<br><br><ol style="list-style-type: none"> <li>1. A posted notice;</li> <li>2. Verbal communication;</li> <li>3. A written notice sent home;</li> <li>4. A note posted on the classroom door;</li> <li>5. Other: app.</li> </ol> |
| Rule: 5101:2-12-16 Incident/Injury Reporting                   | Compliant | Documenting Statement: The requirements for completing JFS 01299 "Incident/Injury Report For Child Care" reports were discussed during the inspection.                                                                                                                                                                                                                                 |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                                                                                                                                                |



|                                            |               |                                                                                                                                                             |
|--------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5101:2-12-16 Written Disaster Plan   | Compliant     | Documenting Statement: During the inspection, the requirements of the rule regarding the written disaster plan were discussed.                              |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| Rule: 5101:2-12-17 Daily Schedule          | Compliant     | Documenting Statement: Daily schedules were observed posted.                                                                                                |
| Rule: 5101:2-12-17 Daily Schedule          | Compliant     | Documenting Statement: During the inspection, developmentally-appropriate practices were observed in the classroom(s).                                      |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| Rule: 5101:2-12-17 Materials and Equipment | Compliant     | Documenting Statement: Sufficient equipment was observed in all categories.                                                                                 |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| 5101:2-12-17 Daily Outdoor Play            | Compliant     |                                                                                                                                                             |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| 5101:2-12-18 License Capacity              | Compliant     |                                                                                                                                                             |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| Rule: 5101:2-12-18 Ratio                   | Compliant     | Documenting Statement: The Appendix A "Staff/Child Ratios, Age Grouping and Maximum Group Size" was posted in a noticeable area at the program as required. |
| Rule: 5101:2-12-18 Ratio                   | Compliant     | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.                                                                |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |
| Rule: 5101:2-12-18 Group Size              | Compliant     | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.                                                            |
| <b>Rule</b>                                | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                                              |



| Rule: 5101:2-12-18 Attendance Records                     | Compliant | Documenting Statement: Child Care Staff Members were observed recording the attendance for each child upon arrival and documenting each child's departure.                                     |
|-----------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                                      | Status    | Documenting Statement(s), If applicable                                                                                                                                                        |
| Rule: 5101:2-12-19 Supervision                            | Compliant | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.                                                                            |
| 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                                                                                                                                                        |
| Rule: 5101:2-12-20 Cots and Napping                       | Compliant | Documenting Statement: The mats were disinfected daily.                                                                                                                                        |
| Rule                                                      | Status    | Documenting Statement(s), If applicable                                                                                                                                                        |
| Rule: 5101:2-12-22 Meal and Snack Requirements            | Compliant | Documenting Statement: Snacks were provided at intervals as required by this rule.                                                                                                             |
| Rule                                                      | Status    | Documenting Statement(s), If applicable                                                                                                                                                        |
| Rule: 5101:2-12-22 Safe Food Handling/Storage             | Compliant | Documenting Statement: Sack lunches were stored with ice packs.                                                                                                                                |
| Rule                                                      | Status    | Documenting Statement(s), If applicable                                                                                                                                                        |
| Rule: 5101:2-12-23 Diapering and Toilet Training          | Compliant | Documenting Statement: During the inspection, there was discussion concerning diapering routines. Child-care staff indicated diapers were changed at appropriate intervals throughout the day. |
| Rule                                                      | Status    | Documenting Statement(s), If applicable                                                                                                                                                        |
| Rule: 5101:2-12-24 Swimming and Water Safety Requirements | Compliant | Documenting Statement: Swimming activities were part of the program's schedule in the summer only.                                                                                             |



|                                                           |               |                                                                                                                                |
|-----------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5101:2-12-24 Swimming and Water Safety Requirements | Compliant     | Documenting Statement: The children will be going swimming at Pemberville pool. The lifeguards are provided by the pool owner. |
| <b>Rule</b>                                               | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>                                                                                 |
| Rule: 5101:2-12-25 Medication Administration              | Compliant     | Documenting Statement: The program had complete written documentation for administering medication or food supplements.        |