

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 BROOK, MARCELLA M	Program Number 000000953858738	Program Type FCC - Type B Home
Address 102 KING ROAD BELLVILLE OH 44813	County RICHLAND	

Inspection Information			
Inspection Type Compliance	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 08/05/2026	Begin Time 9:50 AM	End Time 12:15 PM	Reviewer: Tracy Trammell

Summary of Findings			
No. Requirements Verified 78	No. Requirements with Non-compliances 2	No. Requirements Compliant 75	
No. Serious Risk 0	No. Moderate Risk Findings 0	No. Other Non-compliance Findings 2	No. Technical Assistance Provided 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)		1	0	1
Young Toddler		0	0	0
Total Under 2 ½ Years		1	0	1
Older Toddler		0	0	0
Preschool		1	0	1
School Age		7	0	7
Total Capacity/Enrollment	6	8	0	9

Staff-Child Ratios at the Time of Inspection				
Group	Age Group/Range	Ratio Observed	Compliance	Comment
MIXED AGE GROUP	Mixed Age Group	1 to 3	In Compliance	9:50 AM TO 12:15PM-CHOICE TIME

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: 05 Health & Safety

Rule: 5180:2-13-16 Emergency Preparedness and Response Plan

Requirement: The program is required to have a completed emergency preparedness and response plan.

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

The following was observed missing: 1. Medical or dental emergencies, including emergency transportation

addition to 911

of the children if evacuated

phone or internet service available

trip or routine trip

6. Contact with local emergency management officials

Submit the program's corrective action plan, which includes the missing information, if applicable, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/04/2026

Domain: 10 Written Policies & Procedures

Rule: 5180:2-13-07 Written Policies and Procedures

Requirement: The program is required to have policies and procedures for all items listed in this rule.

Finding: On the day of the inspection, the program's written policies and procedures provided to the parents/guardians and employees was missing item(s).

The following was observed as missing:

1. Staff/child ratios and group size
2. Opportunities for parent involvement in activities
3. A written security plan is provided that ensures that access to the home is limited to parents and guardians of children in care and authorized persons
4. Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone (if applicable)
5. Policy to prohibit staff members and employees from exposing children to inappropriate language, media, or behavior
6. Formal screenings & assessments conducted on enrolled children and if the program reports child level data to DCY pursuant to 5180:2-17 of the Administrative Code

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 09/04/2026

Domain: 10 Written Policies & Procedures

Rule: 5180:2-13-07 Written Policies and Procedures

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Findings: On the day of the inspection, the program's written policies and procedures provided to the parents/guardians and employees was missing item(s).

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1. Staff/child ratios and group size
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3. A written security plan is provided that ensures that access to the home is limited to parents and guardians of children in care and authorized persons
4. Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone (if applicable)
5. Policy to prohibit staff members and employees from exposing children to inappropriate language, media, or behavior
6. Formal screenings & assessments conducted on enrolled children and if the program reports child level data to DCY pursuant to 5180:2-17 of the Administrative Code

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 09/04/2026

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: 09 Children's Files

Rule: 5180:2-13-15 Child Enrollment Records

Requirement: The program is required to have a completed DCY 01234 "Child Enrollment and Health Information for Child Care" or equivalent on file on the premises for each child.

Findings: During the inspection, it was determined the child's enrollment form was not complete or updated annually 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.

1. where to reach the parent(Z.H.)
2. second emergency phone number missing(A.J.)

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
5180:2-13-02 Voluntary Temporary Closure	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 License Visible	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Information in Ohio statewide licensing system	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Change of Location	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Provider Immunization	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Type A Ownership	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-03 Inspection Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Building Inspections for Type A Homes	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Building Requirements for Type B Homes	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Fire Inspections for Type A Homes	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Fire Safety for Type B Homes	Compliant	
Rule	Status	Documenting Statement(s), If applicable

5180:2-13-04 Flammable and
Combustible Materials in a Type B
Home

Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Staff Records	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-05 Denial, Revocation, and Suspension	Not Applicable	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Heaters in a Type B Home	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Provider Responsibilities	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Employee Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Type B Provider - Foster Parent	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-10 Health Training	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Child Care Staff Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Whistle Blower	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-09 Background Checks	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-10 Professional Development	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Indoor Space	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Space	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Fall Zone	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Safe Equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Safe Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Carbon Monoxide Detectors - Type B Only	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-13 Handwashing	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-13 Clean environment and equipment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Pets	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-13 Smoke Free	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Requirements for Field and Routine Trips	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Driver Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Ratio and Supervision for Field and Routine Trips	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Immunization Records	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Inspections	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Health Conditions	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 First Aid Kit/Standard Precautions	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Records Retention and Confidentiality	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Medical, Dental, and General Emergency Plan	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Emergency Drills	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Incident/Injury	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-17 Programming	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-17 Materials and Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-18 Group Size and Ratios	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-18 Attendance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 School Age Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Child Guidance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Cots & Napping - Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Crib and Playpen Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Evening and Overnight Care	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Sanitary Environment and Hygiene	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Meals and Snacks	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Fluid Milk	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Food Handling	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Infant Daily Care	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Infant Bottle and Food Preparation	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Diapering and Toilet Training - Practices	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-24 On-site Pools	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-24 Swimming Sites	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Administration Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Voluntary Temporary Closure - No Notification	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Cots & Napping - Equipment & Environment	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Record Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Safe Food Handling/Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Crib & Playpen - Placement	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Diapering and Toilet Training - Supplies	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Documentation	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Communicable Diseases	Compliant	