



## 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>Phillippian Head Start      | Program Number<br>2170015503        | Program Type<br>Child Care Center |                        |
| Address<br>190 E. 8th St. Lima<br>OH 45804  |                                     | County<br>ALLEN                   |                        |
| Building Approval Date<br>08/07/2017        | Use Group/Code<br>E                 | Occupancy Limit<br>35             | Maximum Under 2 ½<br>0 |
| Fire Inspection Approval Date<br>04/24/2018 | Food Service Risk Level<br>Level II |                                   |                        |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>02/07/2023 | Begin Time 8:40 AM       | End Time 11:45 AM                |
| Reviewer:<br>SARA DIERKSHEIDE |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>2 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>2 |

| 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   |                  | 15         | 0         | 15    |
| School Age  |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 30               | 15         | 0         | 15    |

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



|            |                      |         |  |
|------------|----------------------|---------|--|
| Head Start | 3 years to < 4 years | 3 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**

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

**Low Risk Non-Compliances**

**Domain: 02 Safe & Sanitary Environment**



**Rule:** 5101:2-12-13 Handwashing Requirements

**Code:** The program is required to have all children wash their hands as outlined in rule.

**Finding:** During the inspection, it was determined that at least one child in the Head Start group did not wash his or her hands at the time listed in number(s) 7 below, as required in rule.

1. Upon arrival.
2. Prior to departure.
3. After toileting/diaper change.
4. After contact with bodily fluids.
5. After returning from outdoor play.
6. After handling pets, pet cages, or other pet objects that have come in contact with the pet, before moving on to another activity.
7. Before eating or assisting with food preparation.
8. After water activities.
9. When visibly soiled (must use soap and water)
10. Other [ ].

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

Corrective Action Plan Due: 03/09/2023

**Domain: 09 Children's Files**

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

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

**Finding:** In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 "Child Enrollment and Health Information For Child Care", as required, for the items in number(s) 10, 13 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.

**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  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-02 Current Information                  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-03 Inspection Requirements              | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 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 3/7/23.                                     |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-04 Food Service Requirements                        | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: GCUR-CBNMTG, 3-1-23. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-07 Administrator Qualifications                           | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 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  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.  |
| 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.                        |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 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 | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation. |
| 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.  |
| 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 fence.  |
| 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 10/27/22.  |
| Rule: 5101:2-12-11 Outdoor Space Requirements            | Compliant | Documenting Statement: Shade is provided by means of an awning.   |
| Rule: 5101:2-12-11 Outdoor Play Equipment                | Compliant | Documenting Statement: The playground safety kit was used to verify the outdoor play equipment was free from entrapment hazards and unsafe and  |



|   |           | protruding bolts. The program recently had the equipment installed, however they are not currently using the climbing playground equipment as they are waiting for fall surfacing to be poured.  |
|---|-----------|--|
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-12 Safe Equipment                     | Compliant | Documenting Statement: Equipment was observed to be in good condition.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 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: A safe environment was observed during the inspection. Children were protected from items and conditions which threaten their health, safety and well-being.              |
| Rule: 5101:2-12-12 Safe Environment                   | Compliant | Documenting Statement: All electrical outlets were covered with safety receptacles.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 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. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Smoke Free Environment             | Compliant | Documenting Statement: A notice was observed posted stating that smoking is prohibited at the program.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Toothbrushing Requirements         | Compliant | Documenting Statement: Tooth brushing is practiced by the program and it was determined to meet the requirements outlined in the rule.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-15 Medical/Physical Care Plans                 | Compliant | Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions.  |
| 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 number(s) 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: Health Alert</li> </ol> |
| Rule: 5101:2-12-16 Incident/Injury Reporting                   | Compliant | Documenting Statement: The JFS 01299 "Incident/Injury Report For Child Care"  |





|  |           | forms reviewed during this inspection were complete as required.  |
|--|-----------|---|
| Rule                                       | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Written Disaster Plan   | Compliant | Documenting Statement: The program's written disaster plan was reviewed during the inspection and met the requirements.                                     |
| Rule                                       | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-17 Daily Schedule          | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| 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   |
| Rule: 5101:2-12-17 Daily Outdoor Play      | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding daily outdoor play were discussed.                                     |
| Rule                                       | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 License Capacity        | Compliant | Documenting Statement: The program was operating within their license capacity limits.  |
| Rule                                       | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 Ratio                   | Compliant | Documenting Statement: Staff/child ratios observed during the inspection surpassed those required by the rule.  |
| Rule: 5101:2-12-18 Ratio                   | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.  |
| 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   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-18 Group Size                  | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 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 cots were disinfected daily.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: The menu was posted in the classroom.  |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: Snacks served at the program included foods from two of the four food groups and provided nutritional value in addition to calories. |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-22 Fluid Milk Requirements           | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-22 Safe Food Handling/Storage  | Compliant | Documenting Statement: Food was stored in a safe and sanitary manner.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-25 Medication Administration | Compliant | Documenting Statement: There were no children on medication at the time of the inspection; however, the method of storage and practices for the administration were reviewed. |