Department of Children & Youth

Complaint Inspection Summary 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 Tutor Time Child Care Learning Centers	Program Number 2170016156	Program Type Child Care Center
Address 3731 Discovery Lane Powell OH 43065		County DELAWARE

Inspection Information			
Inspection Type Complaint	Inspection Scope Partial	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 11/09/2026	Begin Time 1:50 PM	End Time 3:30 PM	Reviewer: Darcie Schofield

Summary of Findings			
No. Requirements Verified 3	No. Requirements with Non-compliances 2		No. Requirements Compliant 1
No. Serious Risk 0	No. Moderate Risk Findings 0	No. Other Non-compliance Findings 2	No. Technical Assistance Provided 0

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Preschool	3 years to < 4 years	1 to 11		2 pm; naptime
Early Preschool	30 months to < 36 months	1 to 7		2 pm; naptime
Jr Kindergarten/School Age	5 years to < Kindergarten	1 to 7		2 pm
Toddlers & 2's	18 months to < 30 months	1 to 8		2 pm; naptime
Pre-Kindergarten	4 years to < 5 years	1 to 10		2 pm; naptime

Infant B	12 months to < 18 months	1 to 3		2 pm
Infant A	0 to < 12 months	1 to 4		2pm

Complaint Allegations

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.

Domain: 09 Children's Files

Rule: 5180:2-12-15 Child Record Requirements
Code: The program is required to keep children's records confidential.

Allegation: The complainant alleged that children's photos and their personal information were not kept confidential.

Determination: Substantiated

Findings: During the inspection, it was determined that children's information had not been kept confidential in that a staff member posted photos and identifying information on their personal social media which was available to the public. Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Risk Level: Low

Corrective Action Plan Due: 12/09/2026

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 an increased 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: 5180:2-12-07 Written Program Policies and Procedures

Requirement: 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 an item(s).

The following was observed as missing: social media policy including, but not limited to, addressing publication of child photos or other identifying information.

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: 12/09/2026