

## 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>Right At School at Memorial Elementary School | Program Number<br>2180018215      |                 | Program Type<br>Child Care Center |
| Address<br>3845 Magnolia Drive Brunswick<br>OH<br>44212       |                                   |                 | County<br>MEDINA                  |
|   |                                   |                 |                                   |
| Building Approval Date  | Use Group/Code<br>NA              | Occupancy Limit | Maximum Under 2 ½                 |
| Fire Inspection Approval Date                                 | Food Service Risk Level<br>Exempt |                 |                                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>10/28/2025 | Begin Time<br>3:15 PM    | End Time<br>5:10 PM              |
| Reviewer:<br>Sara Davis       |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>6 | No. Serious Risk<br>0 | No. Moderate Risk<br>2 | 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   |                  | 0          | 0         | 0     |
| School Age  |                  | 0          | 40        | 40    |
| <b>Total Capacity/Enrollment</b>                          | 54               | 0          | 40        | 40    |

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

|            |                          |         |       |
|------------|--------------------------|---------|-------|
| School Age | School-Age to < 11 years | 1 to 27 | Snack |
| School Age | School-Age to < 11 years | 2 to 8  |       |

### 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 and 5180:2-13-03 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: 01 Ratio & Supervision

Rule: 5180:2-12-18 Ratio

Code: The program is required to maintain the appropriate staff to child ratio for each group served.

Finding: During the inspection, a ratio of 1 child care staff member(s) for 27 children was determined to have occurred for the School Age group when the situation in number(s) 15 below occurred:

1. A child care staff member stepped out of the room.
2. A child care staff member had not arrived at work on time.
3. Children were present who were not scheduled to be there.
4. A child care staff member was unable to work.
5. A child was injured in that group.
6. A child arrived in the group before a second staff member was scheduled to arrive with the group.
7. Two groups were combined, and the program did not follow the ratio for the youngest child in the group.
8. A child was transitioning to the next older age group, and the program did not follow the ratio for the youngest child in the group.
9. Ratio was doubled for more than two hours while children were napping.
10. Ratio was doubled while children were napping for a group that included at least one infant.
11. Ratio was doubled while children were napping and there were not enough staff members in the building to meet staff/child ratio.

12. Ratio was doubled in the school age group to allow access to the program, however, the program does not serve only school age children.
13. Both child care staff members did not have a working communication device when one staff member left the group to allow access to the school age only program.
14. The child care staff member did not return to the group after allowing access to the school age only program.
15. Other Staff member is not scheduled to arrive to the program until 3:45pm and all children arrive at 3:25pm.

Additional child care staff members must be hired or current child care staff members must be rescheduled to maintain compliance. Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided and also a clear plan must be developed to support the program in the morning and afternoon as this is a constant scheduling concern, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 11/27/2025

#### **Domain: 09 Children's Files**

Rule: 5180:2-12-15 Medical/Physical Care Plans

Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file at the program for any child having a health condition and must implement and/or follow instructions on the plan. The program is required to have staff trained to perform the procedures on the JFS 01236 "Child Medical/Physical Care Plan for Child Care" present at the program when the child requiring the procedure is onsite. Only staff who have been trained shall be permitted to perform the procedures listed on the JFS 01236.

Finding: In review of the children's records, it was determined the program did not meet the requirements for caring for at least one child, indicated on the Children Records Review, with a condition that requires a JFS 01236 "Child Medical/Physical Care Plan" as noted in number(s) 27,28,29,30,31 below:

1. No plan was on file.  
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2. Child's name was missing.
3. Name of the condition was missing.
4. Indication if medication or medical food is required was missing.
5. Signs, symptoms or situations that require staff to take action were missing.
6. Activities, foods, environmental conditions to avoid were missing.
7. Training instructions for procedures for staff to follow were missing or incomplete.  
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8. Child's name was missing or not attached.
9. Child's date of birth was missing or not attached.
10. Child's weight was missing or not attached.
11. Name of the medication/medical food was missing or not attached.
12. Dosage of medication/medical food to be administered was missing or not attached.
13. Time for medication/medical food to be administered was missing or not attached.
14. Expiration date for medication/medical food was missing or not attached.
15. Symptoms that require staff to administer medication/medical food were missing or not attached.



16. Specific instructions to administer the medication/medical food were missing or not attached.
17. Actions to be taken if the symptoms do not subside were missing or not attached.
18. Physician's signature was missing or not attached.
19. The date of the physician's signature was missing or not attached.

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20. Child's name was missing.
21. Instructions regarding emergency evacuation, if applicable, were missing.
22. Signature of parent granting permission to implement the plan and verifying training was missing.
23. Date of parent signature was missing.
24. Certified Professional Trainer information was missing.
25. Signature of certified professional who trained the program staff was missing, if parent was not the trainer.
26. Date of trainer signature was missing.
27. Printed name(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.
28. Signature(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.
29. Date of staff signature was missing.
30. Administrator/Provider signature was missing
31. Date of administrator/Provider was missing.

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32. Child's name was missing.
33. Name of medication or medical food was missing.
34. Date the medication/medical food was administered was missing.
35. Time medication/medical food was administered was missing.
36. Dosage of medication/medical food that was administered was missing.
37. Signature of person administering medication/medical food was missing.
38. The plan was not followed or implemented.
39. The plan was not able to be implemented due to conflicting information.
40. None of the child care staff members trained in the procedures on the JFS 01236 were onsite when a child requiring the plan was present.
41. Child care staff members trained in the procedures on the JFS 01236 were not scheduled to be present the entire the time the child requiring the plan was onsite.
42. None of the child care staff members trained in the procedures on the JFS 01236 accompanied the child requiring the plan during a trip.
43. A child care staff member who had not been trained in the procedures on the JFS 01236 performed the procedure.
44. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.

Provide staff training. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 11/27/2025

### Low Risk Non-Compliances

**Domain: 08 Staff Files**

Rule: 5180:2-12-07 Administrator Responsibilities/Requirements

Code: The program is required to maintain documentation onsite at the program for each employee.

Finding: During the inspection, it was determined that required staff record documentation was not on file at the program, and was not verified in the OPR, for the employee(s) listed on the Employee Record Chart. The documentation was able to be verified as noted in number(s) 2 below:

1. The information had been verified at the previous inspection.
2. The information was provided from another location during the inspection.

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

Corrective Action Plan Due: 11/27/2025

**Domain: 08 Staff Files**

Rule: 5180:2-12-10 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(s) 5,6 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: 11/27/2025

**Domain: 10 Written Policies & Procedures**

Rule: 5180:2-12-16 Written Disaster Plan

Code: The program is required to train child care staff members and employees on the written disaster plan annually and keep written documentation of the training on-site.

Finding: During the inspection, it was determined the program's written disaster plan did not meet the requirement for training child care staff members and employees on the plan annually as noted in number(s) 1 below:

1. Child care staff members and employees were not trained annually.
2. Written documentation of the training was not kept on file.

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

Corrective Action Plan Due: 11/27/2025

**Domain: 10 Written Policies & Procedures**

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

Code: The program's handbook is required to be available at the program and must be given to all parents and employees.

Finding: During the inspection, it was determined that written policies and procedures listed in appendix B of this rule, or revisions, were not provided as noted in number(s) 3 below:

1. A copy of the written policies and procedures was not given to at least one parent.
2. A copy of the written policies and procedures was not given to at least one employee.
3. The written policies and procedures were not available at the program.

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

Corrective Action Plan Due: 11/27/2025



### Rules In-Compliance/Not Verified

| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5180:2-12-02 License Posted                       | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-04 Building 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  |
| 5180:2-12-02 Current Information                  | 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 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 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  |
| 5180:2-12-07 Administrator Qualifications         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-08 Medical Statement                    | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |

|   |           |   |
|---|-----------|---|
| 5180:2-12-08 Child Care Staff Member Educational Requirements | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-09 Background Check Requirements                    | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-10 Professional Development Requirements            | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-11 Indoor Space Requirements                        | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-11 Outdoor Space Requirements                 | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 10/1/2025. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-12 Safe Equipment                                   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-11 Outdoor Play Equipment                           | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-11 Outdoor Play Fall Zones                          | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-12 Safe Environment                                 | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-13 Sanitary Equipment and Environment               | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |



|  |               |   |
|--|---------------|---|
| 5180:2-12-13 Handwashing Requirements                    | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-13 Smoke Free Environment                      | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-15 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: 5180:2-12-15 Child Medical and Enrollment Records  | Compliant     | Documenting Statement: At the time of the inspection, medical statements for the children were not needed as all children enrolled attended a grade of kindergarten or above in an elementary school. |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-16 Medical, Dental, and General Emergency Plan | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-16 Emergency Drills                      | Compliant     | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.  |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-16 First Aid/Standard Precautions              | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-16 Management of Communicable Disease          | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-16 Incident/Injury Reporting                   | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Materials and Equipment                     | Compliant     |   |
| <b>Rule</b>  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |

|  |               |   |
|--|---------------|---|
| 5180:2-12-17 Daily Schedule                  | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 Attendance Records              | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 Group Size                      | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Daily Outdoor Play              | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 License Capacity                | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-19 Supervision                     | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-19 Child Guidance                  | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-22 Meal and Snack Requirements     | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-22 Safe Food Handling/Storage      | Compliant     |   |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-25 Medication Administration | Compliant     | Documenting Statement: The program had complete written documentation for administering medication or food supplements. |