



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 Stair Steps Enrichment Center	Program Number 2180019084	Program Type Child Care Center	
Address 18482 Lakeshore Blvd. Cleveland OH 44119		County CUYAHOGA	
Building Approval Date 12/03/2018	Use Group/Code E	Occupancy Limit 86	Maximum Under 2 ½
Fire Inspection Approval Date	Food Service Risk Level Level III		

Inspection Information		
Inspection Type Follow-up	Inspection Scope Full	Inspection Notice Unannounced
Inspection Date 03/25/2024	Begin Time 10:30 AM	End Time 11:47 AM
Reviewer: RENADA FITCH		

Summary of Findings				
No. Rules Verified 9	No. Rules with Non-compliances 4	No. Serious Risk 0	No. Moderate Risk 1	No. Low Risk 3

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)		10	0	10
Young Toddler		5	0	5
Total Under 2 ½ Years	28	15	0	15
Older Toddler		5	0	5
Preschool		29	0	29
School Age		0	24	24
Total Capacity/Enrollment	76	34	24	73

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



Infants	0 to < 12 months	1 to 5	
School Age	School-Age to < 11 years	1 to 11	
Toddlers	18 months to < 30 months	3 to 9	
PS	3 years to < 4 years	3 to 22	

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 and receive a JFS 01176 or preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

Finding: In review of the staff records, it was determined that background checks did not meet the requirements of the rule for the person(s) listed on the Employee Record Chart as noted in number(s) 1 below:

1. The request for a background check for child care was not submitted in the OPR.
2. The fingerprints were not submitted electronically according to the process established by BCI.
3. The individual(s) had engaged in assigned duties or were near children and preliminary approval from ODJFS was not on file.
4. Background checks were not updated every five years.

Submit the program’s corrective action plan, which includes a copy of the JFS 01176, or a copy of the preliminary approval or a statement that the individual(s) are no longer engaged in assigned duties and are not near children



until the preliminary approval has been received, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/24/2024

Low Risk Non-Compliances

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

Code: The program is required to have a method for tracking the children in each group. The tracking method must be updated throughout the day and kept with the group at all times.

Finding: During the inspection, it was determined that the method for tracking children in each group did not meet the requirements of the rule as noted in number(s) 5 below:

1. There was no method in place;
2. The method did not include each child's name;
3. The method did not include each child's date of birth;
4. The tracking method did not remain with the group at all times;
5. The tracking method was not updated throughout the day as children entered or left the group.

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

Corrective Action Plan Due: 04/24/2024

Domain: 01 Ratio & Supervision

Rule: 5101:2-12-19 Supervision

Code: The program is required to follow the requirements in rule for school-age supervision.

Finding: During the inspection, it was determined that school-age children [ran errands inside the building; used the restroom; engaged in short term activities] without meeting number(s) 1 below:



1. Were within hearing distance of a Child Care Staff Member;
2. In groups of 6 or fewer;
3. Checked on at least every 5 minutes (Kindergarten-third grade);
4. Checked on at least every 10 minutes (Fourth grade and higher);
5. The program has exclusive use of the child care space being used by children.

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.

Corrective Action Plan Due: 04/24/2024

Domain: 08 Staff Files

Rule: 5101:2-12-07 Administrator Responsibilities/Requirements

Code: The program administrator is required to maintain current employee records in the Ohio Professional Registry.

Finding: During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number(s) 1,4 below:

1. At least one administrator, employee or child care staff member (including substitutes) had not created a profile.
2. At least one administrator, employee or child care staff member had not created an employment record for the program on or before their first day of employment.
3. At least one administrator, employee or child care staff member had not updated changes to positions or roles within five calendar days of the change.
4. The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard.
5. At least one individual's schedule was not current.
6. At least one individual's position or role did not include an applicable group assignment.
7. At least one individual's employment had not been end dated.
8. Other: []

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

Corrective Action Plan Due: 04/24/2024



Rules In-Compliance/Not Verified

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 License Posted	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-02 Current Information	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-03 Inspection Requirements	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Building Department Inspection	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Fire Inspection	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-04 Food Service Requirements	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-05 Denial, Revocation and Suspension	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Administrator Qualifications	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-07 Written Program Policies and Procedures	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Medical Statement	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
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5101:2-12-08 Orientation Training & Whistle Blower Protection	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Health Training Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-10 Professional Development Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Indoor Space Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Separation of Children Under 2 1/2 Years	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Space Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Equipment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-11 Outdoor Play Fall Zones	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Equipment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-12 Safe Environment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Sanitary Equipment and Environment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Handwashing Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-13 Smoke Free Environment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-13 Toothbrushing Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation and Field Trip Procedures	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-14 Transportation - Driver Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-14 Transportation - Vehicle Requirements	Compliant	Documenting Statement: An annual safety check of the vehicle(s), using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, were verified and dated 11-17-23.
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-15 Child Medical and Enrollment Records	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-15 Medical/Physical Care Plans	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Medical, Dental, and General Emergency Plan	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Emergency Drills	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 First Aid/Standard Precautions	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Management of Communicable Disease	Not Verified	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-16 Incident/Injury Reporting	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Schedule	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Materials and Equipment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-17 Daily Outdoor Play	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-18 License Capacity	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
Rule: 5101:2-12-18 Ratio	Compliant	Documenting Statement: During the inspection, enough Child Care Staff Members were employed to meet the staff/child ratios.
Rule: 5101:2-12-18 Ratio	Compliant	Documenting Statement: Staff/child ratios observed during the inspection were in compliance.
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
5101:2-12-19 Child Guidance	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cots and Napping	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-20 Cribs	Compliant	
Rule	Status	Documenting Statement(s), If applicable



5101:2-12-21 Evening and Overnight Care	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Meal and Snack Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Fluid Milk Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-22 Safe Food Handling/Storage	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Infant Daily Care	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Infant Bottle and Food Preparation	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-23 Diapering and Toilet Training	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-24 Swimming and Water Safety Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-25 Medication Administration	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-08 Child Care Staff Member Educational Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5101:2-12-16 Written Disaster Plan	Not Verified	