



## 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>Stepping Stones Cincinnati learning center | Program Number<br>2190019279         | Program Type<br>Child Care Center |                   |
| Address<br>756 Ohio Pike Cincinnati<br>OH 45245            |                                      | County<br>CLERMONT                |                   |
|  |                                      |                                   |                   |
| Building Approval Date<br>02/26/2018                       | Use Group/Code<br>E with I-2         | Occupancy Limit<br>171            | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>01/09/2019                | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>08/08/2023 | Begin Time 8:50 AM       | End Time 12:40 PM                |
| Reviewer:<br>BRIAN CHASTAIN   |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>6 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>6 |

| 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)                                 |                  | 5          | 0         | 5     |
| Young Toddler   |                  | 7          | 0         | 7     |
| <b>Total Under 2 ½ Years</b>                              | 69               | 12         | 0         | 12    |
| Older Toddler   |                  | 5          | 0         | 5     |
| Preschool   |                  | 10         | 0         | 10    |
| School Age  |                  | 35         | 0         | 35    |
| <b>Total Capacity/Enrollment</b>                          | 139              | 50         | 0         | 62    |

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



|            |                          |         |  |
|------------|--------------------------|---------|--|
| Infant     | 0 to < 12 months         | 1 to 2  |  |
| Infant     | 0 to < 12 months         | 1 to 3  |  |
| Toddler    | 18 months to < 30 months | 2 to 8  |  |
| Toddler    | 18 months to < 30 months | 2 to 8  |  |
| Preschool  | 3 years to < 4 years     | 1 to 5  |  |
| Preschool  | 3 years to < 4 years     | 1 to 8  |  |
| Pre-K      | 4 years to < 5 years     | 1 to 10 |  |
| Pre-K      | 4 years to < 5 years     | 1 to 8  |  |
| School Age | School-Age to < 11 years | 1 to 13 |  |
| School Age | School-Age to < 11 years | 1 to 14 |  |

### 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: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to have identification, including the program's name, address, and a contact phone number, on children while on trips.

Finding: During the inspection, it was determined that the children were not provided with any, or complete, program identification, while on a routine trip. The identification must include the program's name, address, and a telephone number to contact in the event the child becomes lost. 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.

#### Domain: 06 Program Information

Rule: 5101:2-12-14 Transportation and Field Trip Procedures

Code: The program is required to obtain written parental permission before leaving the premises and retain the forms for at least one year from the date of the trip. Routine trip permission forms must be updated annually.

Finding: In review of the program's records, it was determined that requirements for written permission from the parent/guardian for a field trip or routine trip were not met as listed in number 4 below:

1. Written parental permission was not secured for field trips and/or routine trips off the premises.
2. The written permission was missing the child's name.
3. The written permission was missing the date(s) of the trip(s) (field trips only).
4. The written permission was missing the destination(s) of the trip(s).
5. The written permission was missing the departure and return time(s) of the trip(s) (field trips only).
6. The written permission was missing the signature of the parent.
7. The written permission was missing the date on which the permission was signed.
8. The written permission was missing a statement notifying parents how their child will be transported.
9. Permission forms for routine trips were not being updated annually.
10. Written parental permission forms for field trips and/or routine trips were not being maintained on file for at least one year from the date of the trip.
11. 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.

**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 numbers 5, 7 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: 09/08/2023

**Domain: 08 Staff Files**

Rule: 5101:2-12-10 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 numbers 2, 3, 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: 09/08/2023

**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 numbers 2, 6, 14 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.

**Domain: 10 Written Policies & Procedures**

**Rule:** 5101:2-12-07 Written Program Policies and Procedures

**Code:** 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 item numbers 15 and 20 below:

**General Information**

1. Program name, address, email address and telephone number.
2. Description of the program's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
4. Staff/child ratios and group size.
5. Opportunities for parent involvement in program activities.
6. Opportunities for parents to meet with teachers regarding their child.
7. Payment schedule, overtime charges and registration fees as applicable.
8. Supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

**Program Policies and Procedures**

9. Enrollment including required enrollment information.
10. Care of children without immunizations.
11. Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
12. Supervision of children, including a separate supervision policy for school-age children, if applicable.
13. Child guidance.
14. Suspension and expulsion.
15. Compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.
16. Outdoor play, including limitations placed on outdoor play due to weather or safety issues (considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.)
17. Food and dietary policy, including, information regarding meeting one-third of the child's recommended daily dietary allowance, policy regarding formula, breast milk, meals and snacks, and a policy on providing supplemental food.
18. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child.
19. Summary of procedures taken in the event of an emergency, serious illness or injury.



- 20. Administration of medication and topical products including medical foods.
- 21. Transportation for fieldtrips, routine trips (if applicable) and emergencies, including if the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
- 22. Water activities/swimming.
- 23. Infant care, if applicable, including feeding, frequency of diaper checks and information about daily activities.
- 24. Sleeping, Napping and Resting.
- 25. Evening and overnight care, if applicable.
- 26. Policy on hours of operation including closing due to weather, school delays or closings and any other factors.
- 27. Situations that may require disenrollment of a child, if applicable.
- 28. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care program.
- 29. Formal screenings and assessments on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

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: 09/08/2023

**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  |
|---|-----------|--|
| 5101:2-12-04 Building Department Inspection                   | Compliant |  |
| 5101:2-12-04 Fire Inspection                                  | Compliant |  |
| 5101:2-12-04 Food Service Requirements                        | Compliant |  |
| Rule: 5101:2-12-07 Administrator Qualifications               | Compliant | Documenting Statement: The administrator has completed the rules review course.  |
| 5101:2-12-08 Medical Statement                                | Compliant |  |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| 5101:2-12-09 Background Check Requirements                    | Compliant |  |
| 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 |  |
| 5101:2-12-11 Separation of Children Under 2 1/2 Years         | Compliant |  |
| 5101:2-12-11 Outdoor Play Equipment                           | Compliant |  |





| Rule   | Status    | Documenting Statement(s), If applicable  |
|--|-----------|--|
| 5101:2-12-11 Outdoor Play Fall Zones                           | Compliant |  |
| 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: A safe environment was observed during the inspection. Children were protected from items and conditions which threaten their health, safety and well-being.        |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Sanitary Equipment and Environment                | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Handwashing Requirements                          | Compliant |  |
| 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: 5101:2-12-15 Medical/Physical Care Plans                 | Compliant | Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 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" was posted in the program as required. |
| Rule   | Status    | Documenting Statement(s), If applicable  |



|   |               |   |
|---|---------------|---|
| Rule: 5101:2-12-16 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>  |
| 5101:2-12-16 First Aid/Standard Precautions     | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-16 Management of Communicable Disease | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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. |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-16 Written Disaster Plan              | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-17 Daily Schedule                     | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-17 Materials and Equipment      | Compliant     | Documenting Statement: Sufficient equipment was observed in all categories.   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-17 Daily Outdoor Play                 | Compliant     |   |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-18 License Capacity             | Compliant     | Documenting Statement: The program was operating within license capacity limits.  |
| <b>Rule</b>                                     | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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: 5101:2-12-18 Ratio                 | Compliant     | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.               |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-18 Group Size            | Compliant     | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.           |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-18 Attendance Records          | Compliant     |  |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-19 Supervision                 | Compliant     |  |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-19 Child Guidance              | Compliant     |  |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-20 Cots and Napping      | Compliant     | Documenting Statement: Cots were placed appropriately and safely during nap time.                          |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-20 Cribs                 | Compliant     | Documenting Statement: Cribs were separated from the play space by a safe and sturdy and physical barrier. |
| Rule: 5101:2-12-20 Cribs                 | Compliant     | Documenting Statement: All cribs were labeled with the assigned infant's name.                             |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Meal and Snack Requirements | Compliant     |  |
| <b>Rule</b>                              | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-22 Fluid Milk Requirements     | Compliant     |  |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| 5101:2-12-22 Safe Food Handling/Storage                       | Compliant |   |
| Rule: 5101:2-12-23 Infant Daily Care                          | Compliant | Documenting Statement: Appropriate daily written records for all infants were viewed.                     |
| Rule: 5101:2-12-23 Infant Bottle and Food Preparation         | Compliant | Documenting Statement: Infants were fed in conformity with parent/guardian's written, dated instructions. |
| 5101:2-12-23 Diapering and Toilet Training                    | Compliant |   |
| 5101:2-12-25 Medication Administration                        | Compliant |   |
| 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant |   |