



## Family Child Care 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>Sunshine Friends Family Home Child Care       | Program Number<br>2190020983 | Program Type<br>FCC - Type B Home |
| Address<br>2007 East 43rd street<br><br>Ashtabula<br>OH 44004 |                              | County<br>ASHTABULA               |

| Inspection Information        |                             |                                  |
|-------------------------------|-----------------------------|----------------------------------|
| Inspection Type<br>Monitor    | Inspection Scope<br>Partial | Inspection Notice<br>Unannounced |
| Inspection Date<br>04/06/2023 | Begin Time<br>2:45 PM       | End Time<br>3:50 PM              |
| Inspection Date<br>04/06/2023 | Begin Time<br>2:45 PM       | End Time<br>3:50 PM              |
| Reviewer:<br>Christina Conley |                             |                                  |
| Reviewer:<br>Julie Tenney     |                             |                                  |

| Summary of Findings      |                                      |                       |                        |                    |
|--------------------------|--------------------------------------|-----------------------|------------------------|--------------------|
| No. Rules Verified<br>13 | No. Rules with Non-compliances<br>10 | No. Serious Risk<br>0 | No. Moderate Risk<br>3 | No. Low Risk<br>11 |

| License Capacity and Enrollment at the Time of Inspection |                  |            |           |       |
|---|------------------|------------|-----------|-------|
| Age Group   | License Capacity | Enrollment |           | Total |
|   | Totals           | Full Time  | Part Time |       |
| Infant ( Birth to < 18 m)                                 |                  | 0          | 0         | 0     |
| Young Toddler   |                  | 0          | 0         | 0     |
| <b>Total Under 2 Years</b>                                |                  | 3          | 0         | 0     |
| Older Toddler   |                  | 0          | 0         | 0     |
| Preschool   |                  | 0          | 0         | 0     |
| School Age  |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          |                  | 6          | 0         | 0     |

| Staff-Child Ratios at the Time of Inspection |                 |                |         |
|--|-----------------|----------------|---------|
| Group  | Age Group/Range | Ratio Observed | Comment |
| Sunshine Friends                             | Mixed Age Group | 1 to 3         |         |



Department of Education  
Department of Job and Family Services



### 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: 02 Safe & Sanitary Environment

Rule: 5101:2-13-12 Safe Environment

Code: The program is required to refrain from using and storing potentially hazardous items, toxic substances, and outdoor machinery around children.

Findings: During the inspection, a potentially hazardous item or toxic substance was used or stored where children present had access to it as noted in numbers 2 and 9 below. The potentially hazardous substance or item that posed a risk to children was determined to be accessible to children in the dining room within reach of children on the table and desk.

1. Bleach.
2. Cleaning agent.
3. Fish tank chemicals.
4. Gasoline.
5. Pesticide.
6. Poison, including insect/rodent poison.
7. Flammable substance.
8. Windshield washer fluid.
9. Aerosol cans.
10. A lawn mower.
11. A weed trimmer.
12. Hedge trimmers.
13. A snow blower.
14. Other potentially hazardous substance, equipment or machinery: [ ].



Provide staff training. Submit the program's corrective action plan, which includes a statement that the potentially hazardous substance or item is no longer accessible to children and/or children will not be outside when machinery is in use and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 04 Indoor/Outdoor Space**

Rule: 5101:2-13-11 Fall Zone

Code: The program is required to have an adequate fall surface on the outdoor playground.

Findings: During the inspection, it was determined that the playground did not have adequate fall surface under and around equipment as noted in the following number 2 below:

1. No fall surface
2. Adequate fall surface to soften the impact of a fall
3. Other [ ]

Any equipment designed for climbing, swinging, bouncing, or sliding needs a fall zone of protective material resilient under and around the equipment in order to protect children in the event of a fall. Submit the program's corrective action plan, which includes written verification of the discontinued use of this equipment until corrections are made along with a description of the resilient material added, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 08 Staff Files**

Rule: 5101:2-13-09 Background Checks

Code: The program is required to have background checks for all staff and residents over 18 years of age.

Findings: In review of staff records, it was determined that background checks were not requested for the person listed on the Employee Record Chart as noted in numbers 1 and 2 below:

1. Submitting the request for a background check for child care in the OPR;
2. Submitting fingerprints electronically according to the process established by the BCI.

Submit the program's corrective action plan, which includes a copy of the individual's JFS 01176, to verify compliance with the requirements of this rule.



### Low Risk Non-Compliances

#### Domain: 01 Ratio & Supervision

Rule: 5101:2-13-18 Attendance

Code: The program is required to maintain attendance records.

Findings: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number 2 below:

1. No attendance record was being maintained.
2. The attendance record was not being consistently completed.
3. The original attendance documentation was not kept at the program for a period of one year.

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: 05/07/2023

#### Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-13-13 Smoke Free

Code: The program is required to refrain from exposing children to smoking paraphernalia.

Findings: During the inspection, it was determined that children had access and/or were exposed to smoking paraphernalia as noted in the following number 1 below:

1. Cigarettes;
2. Cigars;
3. Pipe butts;
4. Ashes;
5. Chewing or smokeless tobacco;
6. Electronic cigarettes;
7. Vaporizers;
8. Other [ ].

Correct the violation and submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/07/2023



**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-12 Pets

Code: The program is required to properly care for all pets.

Findings: During the inspection, it was determined that a pet at the program posed a threat to the safety or health of the children, in that children were exposed to pet's feces in the outdoor play area. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-12 Safe Environment

Code: The program is required to store alcohol in a space not used by children.

Findings: During the inspection, it was observed that a sealed container of alcohol was observed in a space approved or used for child care as noted in the following number 1 below:

1. A sealed container was observed but children in care did not gain access to the alcohol.
2. A sealed container of alcohol was observed but children in care were not observed in the space at the time of the inspection.

These items must be removed or stored in space not approved or used for children as required. Submit the program's corrective action plan to verify compliance with this rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-12 Safe Environment

Code: The program is required to have running water below the temperature of 120 degrees Fahrenheit.

Findings: During the inspection, it was determined the water temperature was 133.3 degrees Fahrenheit in the following room: downstairs bathroom. This temperature exceeds the requirement of remaining below 120 degrees Fahrenheit. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 05/07/2023



**Domain: 02 Safe & Sanitary Environment**

Rule: 5101:2-13-12 Safe Environment

Code: The program is required to have all outlets and surge protectors covered.

Findings: During the inspection, it was determined that surge protectors or outlets did not have childproof receptacle covers. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 04 Indoor/Outdoor Space**

Rule: 5101:2-13-11 Outdoor Space

Code: The program staff is required to protect the children from hazardous conditions in the outdoor play area.

Findings: During the inspection, it was determined that the following hazardous conditions existed in the outdoor play area, as noted in numbers 1 and 9 below:

1. There was broken glass.
2. There were tall weeds.
3. There was poison ivy.
4. There were tree branches.
5. There was mold visible.
6. The sandbox was contaminated.
7. There were thistles with pricklers.
8. There were bird droppings.
9. Other: garbage, empty glass beer bottles, empty drink cans, broken plastic pieces with sharp edges .

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 05 Health & Safety**

Rule: 5101:2-13-16 Incident/Injury

Code: The program is required to report serious incidents to the department.

Findings: During the inspection, it was determined that a Serious Incident was not reported in the Ohio Child Licensing and Quality System (OCLQS), as required, by the provider for incidents as listed in number 2 below:

1. An incident, injury or illness that required professional medical consultation or treatment.
2. An unusual or unexpected incident which jeopardizes the safety of a child, resident, child care staff member or employee of the program.



3. An incident defined as a serious risk non-compliance in appendix A to rule 5101:2-12-03 of the Administrative Code.

4. The program did not submit the report in OCLQS by the next business day as required by rule.

Submit the program's corrective action plan, which includes a statement that the program administrator or designee has completed the Serious Incident Report in OCLQS, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 08 Staff Files**

Rule: 5101:2-13-07 Provider Responsibilities

Code: The program is required to protect children from harm from individuals present at the program.

Findings: It was determined that the following individuals, the Provider/resident of the home, was demonstrating physical or mental conditions potentially harmful to children while child care was being provided in that police were called to the residence for two separate incidents for domestic violence . Submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 05/07/2023

**Domain: 08 Staff Files**

Rule: 5101:2-13-07 Provider Responsibilities

Code: The program is required to notify the county agency of any change in the household composition.

Findings: During the inspection, it was determined the provider did not update OCLQS as noted in the following number 1 below:

1. A change in household composition including someone joining the household or leaving the household within five calendar days.
2. An individual staying in the home for more than ten consecutive calendar days.

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

Corrective Action Plan Due: 05/07/2023

**Domain: 08 Staff Files**

Rule: 5101:2-13-07 Staff Records





Code: The provider is required to maintain current employee, child care staff members and resident records in the Ohio Professional Registry.

Findings: During the inspection, it was determined that employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number 9 below:

1. The provider had not created or updated their individual profile in the OPR.
2. The provider had not created or updated the program's organizational dashboard in the OPR.
3. At least one employee, child care staff member, or substitute child care staff member had not created or updated their individual profile in the OPR.
4. At least one employee, child care staff member, or substitute child care staff member had not created an employment record in the OPR for the program on or before the first day of employment, including date of hire.
5. At least one employee, child care staff member, or substitute child care staff member had not updated changes to positions or roles in the OPR within five calendar days of the change.
6. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's scheduled days and hours changed.
7. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's group assignments changed, if applicable.
8. The program's organizational dashboard in the OPR was not updated with the employment end date within five business days when at least one employee, child care staff member, or substitute child care staff member ended employment.
9. At least one resident over the age of eighteen had not created a profile and employment record for the family child care provider within five days of becoming a resident or turning eighteen.
10. The program's organizational dashboard in the OPR was not updated within five calendar days of a change in residency for at least one resident over the age of eighteen.

11. Other: []

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

Corrective Action Plan Due: 05/07/2023

### Rules In-Compliance/Not Verified

| Rule                         | Status    | Documenting Statement(s), If applicable |
|------------------------------|-----------|---|
| 5101:2-13-02 License Visible | Compliant |   |
| Rule                         | Status    | Documenting Statement(s), If applicable |



|   |               |  |
|---|---------------|--|
| 5101:2-13-02 Voluntary Temporary Closure                          | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-02 Change of Location                                   | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-02 Information in OCLQS                                 | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-02 Provider Medical                                     | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-03 Inspection Requirements                              | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-04 Building Requirements for Type B Homes               | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-04 Fire Safety for Type B Homes                         | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-04 Flammable and Combustible Materials in a Type B Home | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-04 Heaters in a Type B Home                             | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-05 Denial, Revocation, and Suspension                   | Not Verified  |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |



|  |               |  |
|--|---------------|--|
| 5101:2-13-07 Type B Provider - Foster Parent | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-08 Employee Requirements           | Compliant     |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-08 Child Care Staff Requirements   | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-08 Whistle Blower                  | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-10 Health Training                 | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-10 Professional Development        | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-11 Outdoor Equipment               | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-12 Safe Equipment                  | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-13 Clean environment and equipment | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-13 Handwashing                     | Not Verified  |  |
| <b>Rule</b>                                  | <b>Status</b> | <b>Documenting Statement(s), If applicable</b> |
| 5101:2-13-13 Toothbrushing                   | Not Verified  |  |



| Rule   | Status       | Documenting Statement(s), If applicable |
|--|--------------|---|
| 5101:2-13-14 Requirements for Field and Routine Trips          | Not Verified |   |
| 5101:2-13-14 Ratio and Supervision for Field and Routine Trips | Not Verified |   |
| 5101:2-13-14 Driver Requirements                               | Not Verified |   |
| 5101:2-13-14 Vehicle Inspections                               | Not Verified |   |
| 5101:2-13-14 Vehicle Requirements                              | Not Verified |   |
| 5101:2-13-15 Child Medical and Enrollment Records              | Not Verified |   |
| 5101:2-13-15 Health Conditions                                 | Not Verified |   |
| 5101:2-13-15 Child Records Retention and Confidentiality       | Not Verified |   |
| 5101:2-13-16 Medical, Dental, and General Emergency Plan       | Not Verified |   |
| 5101:2-13-16 Emergency Drills                                  | Not Verified |   |



| Rule  | Status       | Documenting Statement(s), If applicable |
|---|--------------|---|
| 5101:2-13-16 First Aid Kit/Standard Precautions | Not Verified |   |
| 5101:2-13-16 Communicable Diseases              | Not Verified |   |
| 5101:2-13-16 Disaster Plan                      | Not Verified |   |
| 5101:2-13-19 Supervision                        | Not Verified |   |
| 5101:2-13-19 School Age Supervision             | Not Verified |   |
| 5101:2-13-19 Child Guidance                     | Not Verified |   |
| 5101:2-13-20 Sleep and Nap Requirements         | Not Verified |   |
| 5101:2-13-20 Crib and Playpen Requirements      | Not Verified |   |
| 5101:2-13-21 Evening and Overnight Care         | Not Verified |   |
| 5101:2-13-21 Sanitary Environment and Hygiene   | Not Verified |   |



| Rule  | Status       | Documenting Statement(s), If applicable |
|---|--------------|---|
| 5101:2-13-22 Meals and Snacks                   | Not Verified |   |
| 5101:2-13-22 Fluid Milk                         | Not Verified |   |
| 5101:2-13-22 Food Handling                      | Not Verified |   |
| 5101:2-13-23 Infant Daily Care                  | Not Verified |   |
| 5101:2-13-23 Infant Bottle and Food Preparation | Not Verified |   |
| 5101:2-13-23 Diapering                          | Not Verified |   |
| 5101:2-13-24 Parent Permission for Swimming     | Not Verified |   |
| 5101:2-13-25 Medication Requirements            | Not Verified |   |
| 5101:2-13-18 Group Size and Ratios              | Compliant    |   |
| 5101:2-13 Written Policies and Procedures       | Not Verified |   |



| Rule   | Status       | Documenting Statement(s), If applicable |
|--|--------------|---|
| 5101:2-13-12 Carbon Monoxide Detectors - Type B Only | Not Verified |   |
| 5101:2-13-11 Indoor Space                            | Not Verified |   |
| 5101:2-13-17 Programming                             | Not Verified |   |
| 5101:2-13-24 On-site Pools                           | Not Verified |   |
| 5101:2-13-24 Swimming Sites                          | Not Verified |   |
| 5101:2-13-17 Materials and Equipment                 | Not Verified |   |