



## 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://ifs.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 My First Steps Childcare		Program Number 2200021304	Program Type Child Care Center
Address 4382 West 130th Street Cleveland OH 44135			County CUYAHOGA
Building Approval Date 11/04/2019	Use Group/Code	Occupancy Limit 33	Maximum Under 2 1/2
Fire Inspection Approval Date 01/07/2025	Food Service Risk Level Level III		

Inspection Information				
Inspection Type Annual	Inspection Scope Full	Inspection Notice Unannounced		
Inspection Date 11/13/2025	Begin Time 9:15 AM	End Time 12:30 PM		
Reviewer: Brittani Aloi				
Summary of Findings				
No. Rules Verified 58	No. Rules with Non-compliances 3	No. Serious Risk 0	No. Moderate Risk 1	No. Low Risk 2

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)		6	0		6
Young Toddler		3	0		3
<b>Total Under 2 1/2 Years</b>	<b>19</b>	<b>9</b>	<b>0</b>		<b>9</b>
Older Toddler		0	0		0
Preschool		12	0		12
School Age		0	2		2
<b>Total Capacity/Enrollment</b>	<b>32</b>	<b>12</b>	<b>2</b>		<b>23</b>

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

Preschool/School age	4 years to < 5 years	1 to 8	
Preschool/School age	4 years to < 5 years	1 to 8	
Toddlers	18 months to < 30 months	1 to 4	
Toddlers	18 months to < 30 months	1 to 4	
Infants	0 to < 12 months	1 to 3	
Infants	0 to < 12 months	1 to 3	

### 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: 09 Children's Files

Rule: 5180:2-12-25 Medication Administration

Code: The program is required to use the appropriate form and retain current documentation to administer medications. The program is also required to obtain separate documentation for each medication and child, and retain on file each JFS 01217 "Request for Administration of Medication for Child Care" for at least one year. The program is required to administer medication only if it has the prescription label attached or had written instructions from a licensed physician. The program is also required to have each medication to be administered stored in its original container.

Finding: During the inspection, it was determined the program did not meet the requirement(s) for administering a medication or medical food or a prescription topical product to a child as noted in number(s) 19 below:

1. The JFS 01217 "Request for Administration of Medication for Child Care" was not on file for a medication, medical food, or prescription topical product that was not required by a JFS 1236 ""Child Medical/Physical Care Plan for Child Care"".

2. The child's name was missing on the JFS 01217.
3. The child's date of birth was missing on the JFS 01217 and was needed to determine the correct dosage.
4. The child's weight was missing on the JFS 01217 and was needed to determine the correct dosage.
5. The name of the medication was missing on the JFS 01217.
6. The exact dose was missing on the JFS 01217.
7. The time to administer was missing on the JFS 01217.
8. The time period to administer was missing on the JFS 01217.
9. The medication's expiration date was missing on the JFS 01217.
10. The Parent/Guardian's dated signature was missing on the JFS 01217.
11. Physician instructions were missing on the JFS 01217.
12. Possible side effects were missing on the JFS 01217.
13. Physician's dated signature was missing on the JFS 01217.
14. Physician's phone number was missing on the JFS 01217.
15. Date medication was administered was missing on the JFS 01217.
16. Time medication was administered was missing on the JFS 01217.
17. Dosage administered was missing on the JFS 01217.
18. Staff member's signature was missing on the JFS 01217.
19. A prescription label was not attached to the prescription medication.
20. The medication or product, [ ], was not brought to the program in its original container.
21. Parent instructions conflict with either the manufacturer or physician instructions.

Submit the program's corrective action plan, which includes the completed JFS 01217 for each child needed, verification that the prescription label is now attached, and/or verification that the medication or product is now in its original container, and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/13/2025

#### Low Risk Non-Compliances

##### Domain: 08 Staff Files

Rule: 5180:2-12-08 Medical Statement

Code: The program staff's medical statements are required to be completed and on file at the program.

Finding: In review of the staff records, it was determined that the medical statements for the employees listed on the Employee Record Chart did not meet the requirements as listed in number(s) 1, 3, 4 below.

1. A medical statement was not on file for at least one employee;
2. The medical statement(s) on file did not have a date of examination within 12 months of the employee's first day of employment;

3. Date of examination was missing;
4. Signature, business address, or telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination was missing;
5. A statement was missing that verifies the employee is:
  - a. Physically fit for employment in a program caring for children;
  - b. Immunized against Tetanus, Diphtheria, Pertussis (Tdap);
  - c. Immunized against Measles, Mumps, and Rubella (MMR);
6. Tuberculosis (TB) screening/test information was missing:
  - a. Documentation of the screening process to determine if the employee resided in a country identified by the world health organization as having a high burden of TB and arrived in the United States within the five years preceding the date of application for employment.
  - b. Results of a TB test for employees meeting both criteria in 6a.
  - c. Results of additional testing for employees with a positive TB test.
  - d. Written statement, signed by a representative of the TB control unit, that the employee's TB is no longer infectious or the individual is receiving a TB treatment regimen for employees with a positive TB test.

Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, or TB results/documentation, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/29/2025

#### **Domain: 08 Staff Files**

**Rule:** 5180:2-12-08 Child Care Staff Member Educational Requirements

**Code:** The program staff is required to have educational verification on file at the program.

**Finding:** In review of the staff records, it was determined that verification of a high school education for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements as listed in number(s) 1 below:

1. Verification of completion of a high school education was not on file.
2. Documentation was incomplete or not on file for a high school junior or senior who is enrolled in a career-technical program.
3. Documentation was not on file for a high school junior or senior who is also enrolled in a college credit program in child development or early childhood education.
4. Documentation was not on file for a high school junior or senior who is enrolled in a Child Development Associate (CDA) training program.

Submit the program's corrective action plan, which includes a copy of the education verification, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/13/2025

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### Rules In-Compliance/Not Verified

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-16 Written Disaster Plan	Compliant	Documenting Statement: Annual training of the written disaster plan was completed by staff.
Rule: 5180:2-12-16 Written Disaster Plan	Compliant	Documenting Statement: No changes have been made to the written policies and procedures since it was last approved by this Department.
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-02 License Posted	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-04 Building Department Inspection	Compliant	
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: Please Note: Documentation of a fire inspection without any uncorrected violations must be secured for the program. Secure a new fire inspection by 1/7/26.
Rule	Status	Documenting Statement(s), If applicable



Rule: 5180:2-12-04 Food Service Requirements	Compliant	Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: AANS-DE2Q7U, 3/1/26.
Rule 5180:2-12-07 Administrator Qualifications	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-07 Administrator Responsibilities/Requirements	Status Compliant	Documenting Statement(s), If applicable
Rule Rule: 5180:2-12-07 Written Program Policies and Procedures	Status Compliant	Documenting Statement: No changes have been made to the written policies and procedures since it was last approved by this Department.
Rule 5180:2-12-08 Orientation Training & Whistle Blower Protection	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-09 Background Check Requirements	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-10 Health Training Requirements	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-10 Professional Development Requirements	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-11 Indoor Space Requirements	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-11 Separation of Children Under 2 1/2 Years	Status Compliant	Documenting Statement(s), If applicable
Rule 5180:2-12-11 Outdoor Space Requirements	Status Compliant	Documenting Statement(s), If applicable



Rule	Status	Documenting Statement(s), If applicable
5180:2-12-12 Safe Equipment	Compliant	
5180:2-12-11 Outdoor Play Equipment	Compliant	
5180:2-12-11 Outdoor Play Fall Zones	Compliant	
5180:2-12-12 Safe Environment	Compliant	
5180:2-12-13 Sanitary Equipment and Environment	Compliant	
Rule: 5180:2-12-13 Handwashing Requirements	Compliant	Documenting Statement: Staff and children were observed washing hands as required by the rule.
5180:2-12-13 Smoke Free Environment	Compliant	
5180:2-12-15 Child Medical and Enrollment Records	Compliant	
5180:2-12-15 Medical/Physical Care Plans	Compliant	
5180:2-12-16 Medical, Dental, and General Emergency Plan	Compliant	
Rule: 5180:2-12-16 Emergency Drills	Compliant	Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.



Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 First Aid/Standard Precautions	Compliant	
5180:2-12-16 Management of Communicable Disease	Compliant	
5180:2-12-16 Incident/Injury Reporting	Compliant	
5180:2-12-17 Materials and Equipment	Compliant	
5180:2-12-17 Daily Schedule	Compliant	
5180:2-12-18 Attendance Records	Compliant	
5180:2-12-18 Group Size	Compliant	
5180:2-12-17 Daily Outdoor Play	Compliant	
5180:2-12-18 License Capacity	Compliant	
Rule: 5180:2-12-18 Ratio	Compliant	Documenting Statement: Staff/child ratios observed during the inspection were in compliance.
5180:2-12-20 Cots and Napping	Compliant	
5180:2-12-19 Supervision	Compliant	



Rule	Status	Documenting Statement(s), If applicable
5180:2-12-19 Child Guidance	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Meal and Snack Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Safe Food Handling/Storage	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Fluid Milk Requirements	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Daily Care	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Bottle and Food Preparation	Compliant	
Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Diapering and Toilet Training	Compliant	