

## 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>Little Willow Learning Academy LLC | Program Number<br>2200021837 | Program Type<br>Child Care Center |                   |
| Address<br>636 Miami Street Tiffin<br>OH<br>44883  |                              |                                   | County<br>SENECA  |
| Building Approval Date                             | Use Group/Code               | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>04/09/2025        | Food Service Risk Level      |                                   |                   |

| Inspection Information        |                                     |                          |                        |                                  |
|-------------------------------|-------------------------------------|--------------------------|------------------------|----------------------------------|
| Inspection Type<br>Annual     |                                     | Inspection Scope<br>Full |                        | Inspection Notice<br>Unannounced |
| Inspection Date<br>09/04/2025 |                                     | Begin Time<br>9:45 AM    |                        | End Time<br>1:00 PM              |
| Reviewer:<br>Maribeth Tercha  |                                     |                          |                        |                                  |
| Summary of Findings           |                                     |                          |                        |                                  |
| No. Rules Verified<br>58      | No. Rules with Non-compliances<br>1 | No. Serious Risk<br>0    | No. Moderate Risk<br>1 | No. Low Risk<br>0                |

| 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)                                 |                  | 8          | 0         | 8     |
| Young Toddler                                             |                  | 8          | 0         | 8     |
| <b>Total Under 2 ½ Years</b>                              | 41               | 16         | 0         | 16    |
| Older Toddler                                             |                  | 8          | 0         | 8     |
| Preschool                                                 |                  | 18         | 0         | 18    |
| School Age                                                |                  | 15         | 0         | 15    |
| <b>Total Capacity/Enrollment</b>                          | 75               | 41         | 0         | 57    |

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

|           |                          |         |  |
|-----------|--------------------------|---------|--|
| Infants   | 0 to < 12 months         | 3 to 7  |  |
| Toddlers  | 18 months to < 30 months | 2 to 9  |  |
| Preschool | 3 years to < 4 years     | 1 to 12 |  |

### 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: 08 Staff Files

Rule: 5180:2-12-09 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 4 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: 10/04/2025

### Low Risk Non-Compliances

**No Low Risk Non-Compliances were observed during this inspection**

### 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: The program's written disaster plan was reviewed during the inspection and met the requirements. |

| Rule | Status | Documenting Statement(s), If applicable |
|------|--------|-----------------------------------------|
|------|--------|-----------------------------------------|

| Rule: 5180:2-12-02 License Posted                 | Compliant | Documenting Statement: The license was in a location visible to parents as required.                                                                                                |
|---------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5180:2-12-04 Building Department Inspection | Compliant | Documenting Statement: A copy of the certificate of occupancy was available on-site for review.                                                                                     |
| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5180:2-12-02 Current Information            | Compliant | Documenting Statement: The program had current information entered in the Ohio Child Licensing and Quality System (OCLQS).                                                          |
| 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 4/9/2026 |
| 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: HPAO BQ9KRF and 3/1/2026                                 |
| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| Rule: 5180:2-12-07 Administrator Qualifications   | Compliant | Documenting Statement: The administrator has completed the rules review course.                                                                                                     |
| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                             |
| 5180:2-12-05 Denial, Revocation and Suspension    | Compliant |                                                                                                                                                                                     |
| Rule                                              | Status    | Documenting Statement(s), If applicable                                                                                                                                             |



| Rule: 5180:2-12-07 Administrator Responsibilities/Requirements      | Compliant | Documenting Statement: The administrator's hours of availability to meet with parents were posted in a noticeable location.                                                                                                                               |
|---------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-07 Written Program Policies and Procedures          | Compliant | Documenting Statement: The written policies and procedures reviewed on the day of the inspection were verified as complete.                                                                                                                               |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.                                                                                                                                                                              |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-08 Child Care Staff Member Educational Requirements | Compliant | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.                                                                                                                                  |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.                                                                                                                              |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation. |
| Rule                                                                | Status    | Documenting Statement(s), If applicable                                                                                                                                                                                                                   |
| Rule: 5180:2-12-10 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.                                                                                                |

| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
|-------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-11 Indoor Space Requirements          | Compliant | Documenting Statement: The restrooms are used exclusively by the program.                                                                                          |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| 5180:2-12-11 Separation of Children Under 2 1/2 Years | Compliant |                                                                                                                                                                    |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| Rule: 5180:2-12-11 Outdoor Space Requirements         | Compliant | Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.                                                               |
| 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 6/5/2025. |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| Rule: 5180:2-12-12 Safe Equipment                     | Compliant | Documenting Statement: Equipment was observed to be in good condition.                                                                                             |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| Rule: 5180:2-12-11 Outdoor Play Equipment             | Compliant | Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.                                                  |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| Rule: 5180:2-12-11 Outdoor Play Fall Zones            | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding outdoor play fall zones were discussed.                                       |
| Rule                                                  | Status    | Documenting Statement(s), If applicable                                                                                                                            |
| Rule: 5180:2-12-12 Safe Environment                   | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.                                                                          |
| Rule: 5180:2-12-12 Safe Environment                   | Compliant | Documenting Statement: During the inspection, the requirements of the rule                                                                                         |

|                                                             |           | regarding safe environment were discussed.                                                                                                                               |
|-------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                  |
| Rule: 5180:2-12-13 Sanitary Equipment and Environment       | Compliant | Documenting Statement: During the inspection, the equipment was observed clean and in good repair.                                                                       |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                  |
| Rule: 5180:2-12-13 Handwashing Requirements                 | Compliant | Documenting Statement: Staff and children were observed washing hands as required by the rule.                                                                           |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                  |
| Rule: 5180:2-12-13 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: 5180:2-12-14 Transportation and Field Trip Procedures | Compliant | Documenting Statement: The form(s) used by the program for routine and/or field trips were verified to meet the requirements of the rule.                                |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                  |
| 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: In review of 25% of the records, at the time of the inspection, children's medical statements were complete and on file, as required by the rule. |
| Rule                                                        | Status    | Documenting Statement(s), If applicable                                                                                                                                  |
| Rule: 5180:2-12-15 Medical/Physical Care Plans              | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding caring for children with a specific health condition were discussed.                |

| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
|----------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-16 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" were posted in the program as required. |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| 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                                                                                                                                                     |
| Rule: 5180:2-12-16 First Aid/Standard Precautions              | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.                                                                                |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| Rule: 5180:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.                                                                |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| Rule: 5180:2-12-16 Incident/Injury Reporting                   | Compliant | Documenting Statement: The JFS 01299 "Incident/Injury Report For Child Care" forms reviewed during this inspection were complete as required.                                               |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| Rule: 5180:2-12-17 Materials and Equipment                     | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.                                                                                                                 |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| Rule: 5180:2-12-17 Daily Schedule                              | Compliant | Documenting Statement: Daily schedules were observed posted.                                                                                                                                |
| Rule                                                           | Status    | Documenting Statement(s), If applicable                                                                                                                                                     |
| Rule: 5180:2-12-18 Attendance Records                          | Compliant | Documenting Statement: During the inspection, attendance records were reviewed. Child Care Staff Members were                                                                               |



|                                       |           | viewed recording the attendance for each child upon arrival and departure. All attendance records met the requirements of the rule and were kept with the group at all times. |
|---------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                                                                                       |
| Rule: 5180:2-12-18 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                                                                                                                                       |
| Rule: 5180:2-12-17 Daily Outdoor Play | Compliant | Documenting Statement: Outdoor play was observed for the toddler and preschool group.                                                                                         |
| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                                                                                       |
| Rule: 5180:2-12-18 License Capacity   | Compliant | Documenting Statement: The program was operating within their license capacity limits.                                                                                        |
| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                                                                                       |
| Rule: 5180:2-12-18 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: 5180:2-12-18 Ratio              | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.                                                                                  |
| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                                                                                       |
| Rule: 5180:2-12-20 Cots and Napping   | Compliant | Documenting Statement: Cots were placed appropriately and safely during nap time.                                                                                             |
| Rule                                  | Status    | Documenting Statement(s), If applicable                                                                                                                                       |
| Rule: 5180:2-12-19 Supervision        | Compliant | Documenting Statement: During the inspection, child care staff were observed meeting the basic needs of all children assigned to the group.                                   |

| Rule                              | Status    | Documenting Statement(s), If applicable                                                                                    |
|-----------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-19 Child Guidance | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection. |

| Rule                     | Status    | Documenting Statement(s), If applicable                                        |
|--------------------------|-----------|--------------------------------------------------------------------------------|
| Rule: 5180:2-12-20 Cribs | Compliant | Documenting Statement: All cribs were placed 2 feet apart.                     |
| Rule: 5180:2-12-20 Cribs | Compliant | Documenting Statement: All cribs were labeled with the assigned infant's name. |

| Rule                                           | Status    | Documenting Statement(s), If applicable                     |
|------------------------------------------------|-----------|-------------------------------------------------------------|
| Rule: 5180:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: Posted menus were current and dated. |

| Rule                                          | Status    | Documenting Statement(s), If applicable                               |
|-----------------------------------------------|-----------|-----------------------------------------------------------------------|
| Rule: 5180:2-12-22 Safe Food Handling/Storage | Compliant | Documenting Statement: Food was stored in a safe and sanitary manner. |

| Rule                                       | Status    | Documenting Statement(s), If applicable                                                                         |
|--------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-22 Fluid Milk Requirements | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding fluid milk were discussed. |

| Rule                                 | Status    | Documenting Statement(s), If applicable                                               |
|--------------------------------------|-----------|---------------------------------------------------------------------------------------|
| Rule: 5180:2-12-23 Infant Daily Care | Compliant | Documenting Statement: Appropriate daily written records for all infants were viewed. |

| Rule                                                  | Status    | Documenting Statement(s), If applicable                      |
|-------------------------------------------------------|-----------|--------------------------------------------------------------|
| Rule: 5180:2-12-23 Infant Bottle and Food Preparation | Compliant | Documenting Statement: All bottles were labeled as required. |

| Rule                                             | Status    | Documenting Statement(s), If applicable                                                                               |
|--------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-23 Diapering and Toilet Training | Compliant | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the infant room. |

| Rule                                         | Status    | Documenting Statement(s), If applicable                                                                                                                           |
|----------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule: 5180:2-12-25 Medication Administration | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding administering medication, food supplements and medical foods were discussed. |