



## 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>Small Steps - Big Strides Childcare    | Program Number<br>2210023923         | Program Type<br>Child Care Center |                         |
| Address<br>261 S. Main Street Munroe Falls<br>OH 44262 |                                      | County<br>SUMMIT                  |                         |
| Building Approval Date<br>03/08/2021                   | Use Group/Code<br>E                  | Occupancy Limit<br>256            | Maximum Under 2 ½<br>12 |
| Fire Inspection Approval Date<br>03/30/2023            | Food Service Risk Level<br>Level III |                                   |                         |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>11/20/2023 | Begin Time 9:20 AM       | End Time 4:30 PM                 |
| Reviewer:<br>BETH RAGLE       |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>7 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>5 |

| 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)                                 |                  | 0          | 0         | 0     |
| Young Toddler   |                  | 10         | 0         | 10    |
| <b>Total Under 2 ½ Years</b>                              | 12               | 10         | 0         | 10    |
| Older Toddler   |                  | 6          | 0         | 6     |
| Preschool   |                  | 40         | 0         | 40    |
| School Age  |                  | 0          | 35        | 35    |
| <b>Total Capacity/Enrollment</b>                          | 134              | 46         | 35        | 91    |

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



|                       |                          |         |                                |
|-----------------------|--------------------------|---------|--------------------------------|
| Yellow Room-Toddler 2 | 18 months to < 30 months | 1 to 4  | Nap                            |
| Yellow Room-Toddler 2 | 18 months to < 30 months | 2 to 6  | Play time                      |
| Yellow Room-Toddler 2 | 18 months to < 30 months | 2 to 4  | Transition from nap; diapering |
| Toddlers              | 18 months to < 30 months | 1 to 5  | Outdoor play                   |
| Toddlers              | 18 months to < 30 months | 1 to 4  | Nap                            |
| Toddlers              | 18 months to < 30 months | 2 to 4  | Play time                      |
| Red Room Preschool    | 3 years to < 4 years     | 2 to 10 | Art project                    |
| Red Room Preschool    | 3 years to < 4 years     | 2 to 12 | Nap                            |
| Red Room Preschool    | 3 years to < 4 years     | 1 to 11 | Snack                          |
| Purple Room Preschool | 3 years to < 4 years     | 1 to 4  | Nap                            |
| Purple Room Preschool | 3 years to < 4 years     | 2 to 4  | Snack                          |
| Purple Room Preschool | 3 years to < 4 years     | 1 to 6  | Centers                        |
| Green Preschool       | 4 years to < 5 years     | 3 to 14 | Circle time                    |
| Green Preschool       | 4 years to < 5 years     | 2 to 14 | Nap                            |
| Green Preschool       | 4 years to < 5 years     | 2 to 13 | Snack                          |
| Blue School Age       | School-Age to < 11 years | 2 to 17 | Snack                          |

### 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: 00 License & Approvals**

Rule: 5101:2-12-04 Building Department Inspection

Code: The program is required to refrain from using space that did not receive building approval and from caring for children in spaces not approved for that age group. The program is required to refrain from using a



remodeled or modified space before obtaining building approval. The program is required to maintain building occupancy limitations.

Finding: During the inspection, it was determined the program was using space for child care in a manner that was not approved by the Ohio Department of Commerce or local certified building authority as noted in number 7 below:

1. The room or space was not approved.
2. Children under school age were being cared for in a building only approved for school age.
3. The space had been modified and not yet re-inspected and approved.
4. The floor, which had not been approved by the building department for child care, was being used.
5. The building limitation had been exceeded.
6. The room(s) occupancy had been exceeded.
7. Care was provided to 3 children less than two and one-half years of age in the Yellow Room. This violated the program's building code limitation in that, the Yellow Room is not approved for children under two and on-half years of age.

Submit the program's corrective action plan, which includes building approval for use of this space, a written statement that the building occupancy limitations are being maintained, or a written statement that it is no longer being used, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/20/2023

### Low Risk Non-Compliances

#### Domain: 04 Indoor/Outdoor Space

Rule: 5101:2-12-11 Separation of Children Under 2 1/2 Years

Code: The program is required to separate children younger and older than 2 1/2 years of age.

Finding: During the inspection, it was determined that a group was occupying space not previously approved by the Department for children less than two and one-half years of age. Building approvals prohibit the use of this space for children less than two and one-half years. 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: 07 Diapering & Infant Care**

**Rule:** 5101:2-12-23 Diapering and Toilet Training

**Code:** The program is required to launder diapers according to manufacturer's guidelines.

**Finding:** During the inspection, it was determined that the program was not storing or laundering soiled diapers or clothing according to the rule, in that the program did not meet the condition indicated in number 6 below.

1. Store for no longer than one day
2. Store in an individual covered container or plastic bag away from children's belongings
3. Kept out of reach of children
4. Store soiled diapers and diapering washcloths laundered by the center in a covered container with sanitizing solution
5. Hold soiled diapers to be commercially laundered for no more than seven days
6. Store soiled disposable diapers in a plastic-lined covered container not easily accessible to children
7. Discard disposable diapers daily or more frequently as needed to eliminate odor
8. Launder diapers according to manufacturer's guidelines
9. 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:** 5101:2-12-10 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 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: 12/20/2023

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-08 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 numbers 5a; 6 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: 12/20/2023



**Domain: 10 Written Policies & Procedures**

Rule: 5101:2-12-16 Written Disaster Plan

Code: The program is required to train child care staff members and employees on the written disaster plan annually and keep written documentation of the training on-site.

Finding: During the inspection, it was determined the program's written disaster plan did not meet the requirement for training child care staff members and employees on the plan annually as noted in number 2 below:

1. Child care staff members and employees were not trained annually.
2. Written documentation of the training was not kept on file.

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

Corrective Action Plan Due: 12/20/2023

**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: 5101:2-12-02 Current Information | Compliant | Documenting Statement: The program had current information entered in the Ohio Child Licensing and Quality System (OCLQS). |
| 5101:2-12-03 Inspection Requirements   | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5101:2-12-04 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 3/30/2024. |
| Rule: 5101:2-12-04 Food Service Requirements                        | Compliant | Documenting Statement: The food service license was observed posted. Following is the date of expiration: 3/1/2024.   |
| Rule: 5101:2-12-07 Administrator Qualifications                     | Compliant | Documenting Statement: The administrator has completed the rules review course.   |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant | Documenting Statement: The administrator's hours of availability to meet with parents were posted in a noticeable location.   |
| 5101:2-12-07 Written Program Policies and Procedures                | Compliant |   |
| Rule: 5101:2-12-08 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: 5101:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.  |
| 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.  |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Indoor Space Requirements        | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Space Requirements | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 11/8/23. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Play Equipment     | Compliant | Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.   |
| Rule: 5101:2-12-11 Outdoor Play Equipment     | Compliant | Documenting Statement: All equipment was observed to be properly placed out of the path of the main traffic pattern.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Play Fall Zones    | Compliant | Documenting Statement: The protective material used under outdoor equipment was poured rubber.  |
| 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: All area rugs had nonskid backing.   |
| Rule: 5101:2-12-12 Safe Environment           | Compliant | Documenting Statement: The indoor temperature of the program during the inspection was comfortable and met rule compliance.                                       |
| Rule  | Status    | Documenting Statement(s), If applicable   |





| Rule: 5101:2-12-13 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: 5101:2-12-13 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: 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: 5101:2-12-14 Transportation and Field Trip Procedures | Compliant | Documenting Statement: The driver(s) had current and valid training in first aid, management of communicable disease, and CPR.  |
| Rule: 5101:2-12-14 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: 5101:2-12-14 Transportation - Driver Requirements     | Compliant | Documenting Statement: The driver(s) had completed the required ODJFS driver training.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements    | Compliant | Documenting Statement: An annual safety check of the vehicle(s), using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, was verified and dated 6/28/2023. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-15 Medical/Physical Care Plans              | Compliant | Documenting Statement: The program had current information on the medical status and the required treatment plan for the children with 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" were posted in the program as required. |
| Rule: 5101:2-12-16 Emergency Drills                            | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.  |
| Rule: 5101:2-12-16 First Aid/Standard Precautions              | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| Rule: 5101:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.  |
| Rule: 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.   |
| Rule: 5101:2-12-17 Daily Schedule                              | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| Rule: 5101:2-12-17 Materials and Equipment                     | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.   |
| 5101:2-12-17 Daily Outdoor Play                                | Compliant |   |



| Rule                                  | Status    | Documenting Statement(s), If applicable   |
|---------------------------------------|-----------|---|
| Rule: 5101:2-12-18 License Capacity   | Compliant | Documenting Statement: The program was operating within their license capacity limits.  |
| 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.  |
| Rule: 5101:2-12-18 Group Size         | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.  |
| Rule: 5101:2-12-18 Attendance Records | Compliant | Documenting Statement: Child Care Staff Members were observed recording the attendance for each child upon arrival and documenting each child's departure.  |
| Rule: 5101:2-12-19 Supervision        | Compliant | Documenting Statement: During the inspection, child care staff were observed meeting the basic needs of all children assigned to the group.                 |
| Rule: 5101:2-12-19 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: 5101:2-12-20 Cots and Napping                                 | Compliant     | Documenting Statement: Cots were placed appropriately and safely during nap time.   |
| Rule: 5101:2-12-20 Cots and Napping                                 | Compliant     | Documenting Statement: Children who did not fall asleep were permitted to engage in quiet activities.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-22 Meal and Snack Requirements                      | Compliant     | Documenting Statement: Posted menus were current and dated.   |
| Rule: 5101:2-12-22 Meal and Snack Requirements                      | Compliant     | Documenting Statement: Meals served at the program included foods from the four food groups in sufficient amounts.  |
| Rule: 5101:2-12-22 Meal and Snack Requirements                      | Compliant     | Documenting Statement: Snacks served at the program included foods from two of the four food groups and provided nutritional value in addition to calories. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-22 Fluid Milk Requirements                                | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-22 Safe Food Handling/Storage                             | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-25 Medication Administration                        | Compliant     | Documenting Statement: The program had complete written documentation for administering medication or food supplements.                                     |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant     | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.                                    |