



## 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>Timber Tops Dayhome                 | Program Number<br>2210024216 | Program Type<br>Child Care Center |                   |
| Address<br>74 S. Plains Road The Plains<br>OH 45780 |                              | County<br>ATHENS                  |                   |
| Summary of Program Information                      |                              |                                   |                   |
| Building Approval Date                              | Use Group/Code               | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>11/29/2023         | Food Service Risk Level      |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>12/21/2023 | Begin Time 9:50 AM       | End Time 1:15 PM                 |
| Reviewer:<br>Barbara Smith    |                          |                                  |

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

| 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)                                 |                  | 7          | 0         | 7     |
| Young Toddler   |                  | 8          | 0         | 8     |
| <b>Total Under 2 ½ Years</b>                              | 49               | 15         | 0         | 15    |
| Older Toddler   |                  | 9          | 0         | 9     |
| Preschool   |                  | 14         | 0         | 14    |
| School Age  |                  | 3          | 0         | 3     |
| <b>Total Capacity/Enrollment</b>                          |                  | 51         | 26        | 0     |

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



|              |                          |        |  |
|--------------|--------------------------|--------|--|
| Rainbow Room | 0 to < 12 months         | 1 to 4 | Arrival                                  |
| Rainbow Room | 0 to < 12 months         | 2 to 5 | Lunch/Nap                                |
| Sprouts      | 30 months to < 36 months | 1 to 4 | Arrival                                  |
| Acorns       | 18 months to < 30 months | 2 to 5 | Arrival                                  |
| Acorns       | 18 months to < 30 months | 2 to 6 | Sprouts and Acorns combined at Lunch/Nap |
| Lil Branches | Mixed Age Group          | 2 to 8 | Arrival                                  |
| Lil Branches | 30 months to < 36 months | 2 to 9 | Lunch/Nap                                |

### Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.

#### Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

#### Moderate Risk Non-Compliances

No Moderate Risk Non-Compliances were observed during this inspection



### Low Risk Non-Compliances

#### Domain: 00 License & Approvals

**Rule:** 5101:2-12-03 Inspection Requirements

**Code:** The program is required to respond to noncompliances by the date noted in the inspection report.

**Finding:** During the inspection, it was determined the program had not responded to the non-compliances addressed in the inspection report dated 06/21/2023. The rule requires the program to complete and submit a corrective action plan in OCLQS to address non-compliances detailed in written inspection reports within the timeframe outlined in the report. Submit the program's corrective action plan, which includes a statement that current and future corrective action plans will be submitted timely, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/21/2024

#### Domain: 05 Health & Safety

**Rule:** 5101:2-12-16 First Aid/Standard Precautions

**Code:** The program is required to have a first aid kit onsite.

**Finding:** During the inspection, it was determined first aid kit(s) at the program had missing, or expired, items that are required by appendix A of this rule to be contained in a first aid kit, as noted in number 15 below:

1. The program did not have a first aid kit [onsite, on the vehicle, on a field trip].
2. One roll of hypoallergenic first-aid tape.
3. Individually wrapped sterile gauze squares in assorted sizes.
4. Sterile adhesive bandages in assorted sizes.
5. Tweezers.
6. Gauze rolled bandage.
7. Triangular bandage.
8. Rounded end scissors.
9. Tooth preservation system or fresh chilled liquid milk in which to transport a lost permanent tooth, including a written reference indicating location of the refrigerator/freezer where milk is stored if a tooth preservation system is not part of the first aid kit (for programs serving school age children only).
10. A working digital thermometer.
11. Disposable non-latex gloves.
12. A working flashlight.
13. An instant cold pack that has not been activated or ice, including a written reference indicating location of the refrigerator/freezer where the ice is stored if an instant cold pack is not part of the first aid kit.



14. Sealable leak-proof plastic bags in assorted sizes or double bagged plastic bags that can be securely tied for materials soiled with blood or bodily fluids.
15. Pocket mask or face shield, appropriate for all ages of children in care, for cardiopulmonary resuscitation (CPR) administration.
16. Soap or waterless sanitizer (field trip or transporting away from the program only).
17. Bottled water (field trip or transporting away from the program only).

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:** 5101:2-12-08 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 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: 01/21/2024

**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 number 2 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: 01/21/2024

**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 number(s) 1, 2, 4, 5a, 5b, and 5c 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: 01/21/2024

**Domain: 08 Staff Files**

Rule: 5101:2-12-10 Professional Development Requirements

Code: The program is required to ensure child care staff members, including substitutes used more than ninety days annually, obtain at least 6 hours of professional development each state fiscal year.

Finding: In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement as noted in number 1 below:

1. The child care staff member(s) had not completed at least six hours of professional development.
2. Documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule.
3. Training topic did not meet the requirements listed in appendix A of this rule.
4. Documentation of training did not meet the requirements of this rule.
5. The substitute(s) had been used more than ninety days annually between July first and June thirtieth and had not completed at least six hours of professional development
6. Other [ ].

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

Corrective Action Plan Due: 01/21/2024

**Domain: 09 Children's Files**

Rule: 5101:2-12-15 Child Medical and Enrollment Records

Code: The program is required to use the updated JFS 01234 "Child Enrollment and Health Information For Child Care".



**Finding:** In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 "Child Enrollment and Health Information For Child Care", as required, for the items in number 4 below.

1. No enrollment form was completed for at least one child
2. The current JFS 01234 was not completed for at least one child
3. Complete child information
4. Complete parent information
5. Complete emergency contact information
6. Complete physician information
7. Information regarding the parent list
8. Health information
9. Additional information for all boxes checked "yes"
10. Emergency transportation information
11. Parent/guardian's signature
12. Diapering Statement
13. Acknowledgement of Policies and Procedures
14. Enrollment form for at least one child was not updated by either the parent or the administrator
15. Enrollment form for at least one child was not signed by the administrator
16. Other [ ]

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**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. |
| 5101:2-12-02 Current Information  | Compliant |  |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-04 Building Department Inspection                   | Compliant | Documenting Statement: A copy of the certificate of occupancy was available on-site for review.  |
| 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 11/29/2024. |
| Rule: 5101:2-12-04 Food Service Requirements                        | Compliant | Documenting Statement: The program has obtained a food service exemption status from the local health department.  |
| Rule: 5101:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant |  |
| Rule: 5101:2-12-07 Written Program Policies and Procedures          | Compliant |  |
| Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| 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: 5101:2-12-11 Indoor Space Requirements                        | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |





|   |               |  |
|---|---------------|--|
| 5101:2-12-11 Separation of Children Under 2 1/2 Years | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 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 09/15/2023. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Outdoor Play Equipment                   | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-11 Outdoor Play Fall Zones                  | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-12 Safe Equipment                           | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-12 Safe Environment                         | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-13 Sanitary Equipment and Environment       | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-13 Handwashing Requirements           | Compliant     | Documenting Statement: Staff and children were observed washing hands as required by the rule.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-13 Smoke Free Environment             | Compliant     | Documenting Statement: A notice was observed posted stating that smoking is prohibited at the program.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-15 Medical/Physical Care Plans        | Compliant     | Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions.   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan | Compliant | Documenting Statement: On the day of the inspection, the complete prescribed JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care" 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 Management of Communicable Disease          | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.  |
| 5101:2-12-16 Incident/Injury Reporting                         | Compliant |   |
| Rule: 5101:2-12-16 Written Disaster Plan                       | Compliant | Documenting Statement: Annual training of the written disaster plan was completed by staff.   |
| 5101:2-12-17 Daily Schedule                                    | Compliant |   |
| 5101:2-12-17 Materials and Equipment                           | Compliant |   |
| Rule: 5101:2-12-17 Daily Outdoor Play                          | Compliant | Documenting Statement: Outdoor play was observed for the Sprouts, Acorns, and Lil Branches group(s).  |
| 5101:2-12-18 License Capacity                                  | Compliant |   |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 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<br>5101:2-12-18 Group Size                  | Compliant |   |
| Rule<br>5101:2-12-18 Attendance Records          | Compliant |   |
| Rule<br>5101:2-12-19 Supervision                 | Compliant |   |
| Rule<br>5101:2-12-19 Child Guidance              | Compliant |   |
| Rule<br>Rule: 5101:2-12-20 Cots and Napping      | Compliant | Documenting Statement: Cots were placed appropriately and safely during nap time.   |
| Rule<br>5101:2-12-20 Cribs                       | Compliant |   |
| Rule<br>5101:2-12-22 Meal and Snack Requirements | Compliant |   |
| Rule<br>5101:2-12-22 Fluid Milk Requirements     | Compliant |   |
| Rule<br>5101:2-12-22 Safe Food Handling/Storage  | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |



|   |               |  |
|---|---------------|--|
| 5101:2-12-23 Infant Daily Care                        | Compliant     |  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-23 Infant Bottle and Food Preparation | Compliant     | Documenting Statement: Infants were fed in conformity with parent/guardian's written, dated instructions.              |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| Rule: 5101:2-12-23 Diapering and Toilet Training      | Compliant     | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the Rainbow room. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>   |
| 5101:2-12-25 Medication Administration                | Compliant     |  |