



## 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>First Steps Daycare, LLC        | Program Number<br>2220025840        | Program Type<br>Child Care Center |                        |
| Address<br>100 Grove Street Peebles<br>OH 45660 |                                     | County<br>ADAMS                   |                        |
| Building Approval Date<br>02/08/2022            | Use Group/Code<br>E                 | Occupancy Limit<br>39             | Maximum Under 2 ½<br>5 |
| Fire Inspection Approval Date<br>06/06/2023     | Food Service Risk Level<br>Level II |                                   |                        |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>12/01/2023 | Begin Time 9:40 AM       | End Time 12:20 PM                |
| Reviewer:<br>KIM SUERMANN     |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>2 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>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)                                 |                  | 0          | 0         | 0     |
| Young Toddler   |                  | 1          | 0         | 1     |
| <b>Total Under 2 ½ Years</b>                              | 5                | 1          | 0         | 1     |
| Older Toddler   |                  | 5          | 0         | 5     |
| Preschool   |                  | 5          | 0         | 5     |
| School Age  |                  | 9          | 0         | 9     |
| <b>Total Capacity/Enrollment</b>                          | 33               | 19         | 0         | 20    |

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



|            |                          |        |   |
|------------|--------------------------|--------|---|
| Toddler    | 30 months to < 36 months | 2 to 2 | Toddler/ PS combined , same ratio throughout visit. |
| School Age | School-Age to < 11 years | 1 to 3 | before school                                       |

**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: 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(s) 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: 01/03/2024

#### Domain: 08 Staff Files

**Rule:** 5101:2-12-10 Health Training Requirements

**Code:** The program is required to maintain a staff schedule with coverage of the required health trainings.

**Finding:** In review of the staff records, it was determined the program did not have at least one child care staff member present/scheduled to be present during all hours of operation with currently valid documentation for the training(s) listed in number(s) 2, 5, 10 below:

1. First Aid – child care staff members scheduled during the hours of [ ] and [ ] had expired training
2. First Aid – child care staff members scheduled during the hours of 6:30-8:00 a.m. did not have verification of completion of First Aid
3. First Aid – trained child care staff member was not present in each building used by the program.
4. CPR – child care staff members scheduled during the hours of [ ] and [ ] had expired training
5. CPR – child care staff scheduled during the hours of 6:30-8:30 did not have verification of completion of CPR
6. CPR – trained child care staff member was not present in each building used by children
7. CPR – training taken by staff was not appropriate for all ages and developmental levels of the children in care
8. CPR - audiovisual or electronic media training taken by staff did not include an in-person component of the training



- 9. Communicable Disease – child care staff members scheduled during the hours of [ ] and [ ] had expired training
- 10. Communicable Disease – child care staff scheduled during the hours of 6:30 - 8:30 , 3-6 had not taken Communicable Disease training
- 11. Communicable Disease – trained child care staff member was not present in each building used by the program
- 12. Child Abuse – child care staff members scheduled during the hours of [ ] and [ ] had expired training
- 13. Child Abuse – child care staff scheduled during the hours of [ ] and [ ] had not taken Child Abuse training
- 14. Child Abuse – trained child care staff was not in each building used by the program

Refer to the Employee Record Chart for specific details. Submit the program’s corrective action plan, which includes verification of complete coverage for any training listed, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 01/03/2024

**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). |
| Rule: 5101:2-12-03 Inspection Requirements | Compliant |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-03 Inspection Requirements | Compliant |  |
| Rule                                       | Status    | Documenting Statement(s), If applicable  |
|  |           |  |



| 5101:2-12-04 Building Department Inspection                   | 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 6/6/2023. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-04 Food Service Requirements                  | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: #9950162, exp 3/1/2024.                                   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-05 Denial, Revocation and Suspension                | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-07 Written Program Policies and Procedures    | 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  |
| 5101:2-12-08 Medical Statement                                | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 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  | Status    | Documenting Statement(s), If applicable   |
| 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 |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-11 Outdoor Space Requirements         | Compliant | Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.  |
| Rule: 5101:2-12-11 Outdoor Space Requirements         | Compliant | Documenting Statement: The outdoor play space was not viewed or inspected during this inspection due to [snow covering; rain during the inspection; rainy conditions. |
| 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 10/10/2023.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Outdoor Play Equipment                   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-11 Outdoor Play Fall Zones                  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-12 Safe Equipment                           | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-12 Safe Environment                   | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.   |
| Rule  | Status    | Documenting Statement(s), If applicable   |



| 5101:2-12-13 Sanitary Equipment and Environment                | Compliant |   |
|--|-----------|---|
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-13 Handwashing Requirements                    | Compliant | Documenting Statement: Children were viewed washing their 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: 5101:2-12-15 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   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-15 Medical/Physical Care Plans                       | Compliant |   |
| 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   | Status    | Documenting Statement(s), If applicable   |
| 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   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 First Aid/Standard Precautions              | Compliant | Documenting Statement: During the inspection, the program had a complete first aid kit available as required.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
|  |           |   |



|   |               |   |
|---|---------------|---|
| 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.                                |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-16 Incident/Injury Reporting                | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-16 Written Disaster Plan              | Compliant     | Documenting Statement: Annual training of the written disaster plan was completed by staff. (8/8/2023)  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5101:2-12-17 Daily Schedule                     | Compliant     | Documenting Statement: Daily schedules were observed posted.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-17 Materials and Equipment                  | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-17 Daily Outdoor Play                       | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-18 License Capacity                         | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 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.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5101:2-12-18 Group Size                               | Compliant     |   |





| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 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.                                   |
| 5101:2-12-19 Child Guidance                    | Compliant |   |
| 5101:2-12-20 Cots and Napping                  | Compliant |   |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: Snacks were provided at intervals as required by this rule. The families provide a packed lunch each day for their child.                              |
| 5101:2-12-22 Fluid Milk Requirements           | Compliant |   |
| 5101:2-12-22 Safe Food Handling/Storage        | Compliant |   |
| 5101:2-12-23 Diapering and Toilet Training     | Compliant |   |
| Rule: 5101:2-12-25 Medication Administration   | Compliant | Documenting Statement: There were no children on medication at the time of the inspection; however, the method of storage and practices for the administration were reviewed. |



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