



## 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>TCAP Willard Head Start        | Program Number<br>2220026633        | Program Type<br>Child Care Center |                   |
| Address<br>2020 Willard Ave Warren<br>OH 44484 |                                     | County<br>TRUMBULL                |                   |
| Summary of Program Information                 |                                     |                                   |                   |
| Building Approval Date<br>02/19/2009           | Use Group/Code<br>E                 | Occupancy Limit                   | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>07/06/2022    | Food Service Risk Level<br>Level II |                                   |                   |

| Inspection Information         |                          |                                  |
|--------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Provisional | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>04/27/2023  | Begin Time 9:41 AM       | End Time 12:43 PM                |
| Reviewer:<br>Tamela Green      |                          |                                  |

| 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   |                  | 0          | 0         | 0     |
| <b>Total Under 2 ½ Years</b>                              | 0                | 0          | 0         | 0     |
| Older Toddler   |                  | 0          | 0         | 0     |
| Preschool   |                  | 0          | 21        | 21    |
| School Age  |                  | 0          | 0         | 0     |
| <b>Total Capacity/Enrollment</b>                          | 23               | 0          | 21        | 21    |

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



|    |                      |         |            |
|----|----------------------|---------|------------|
| am | 3 years to < 4 years | 2 to 10 | at arrival |
| am | 3 years to < 4 years | 2 to 10 | at 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

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

#### Low Risk Non-Compliances



**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(s) 4 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: 05/27/2023

**Domain: 08 Staff Files**

Rule: 5101:2-12-09 Background Check Requirements

Code: The program is required to maintain a current JFS 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.

Finding: In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart, as noted in number(s) 2 below:

1. The JFS 01176 Program Notification of Background Check Review for Child Care the program received from the Department was not on file and the individual was not left alone with children.
2. The JFS 01177 Individual Notification of Background Check Review for Child Care was on file instead of the JFS 01176.
3. The JFS 01176 on file was for a different program.

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 05/27/2023



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**Rules In-Compliance/Not Verified**

| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-02 License Posted                       | Compliant |  |
| 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: 5101:2-12-04 Building Department Inspection | Compliant | Documenting Statement: On the day of the inspection, the program was operating in compliance with the current building approval(s).  |
| 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 7/6/2023. |
| 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: 994147 3/1/2024.  |



| Rule: 5101:2-12-04 Food Service Requirements                        | Compliant | Documenting Statement: The off-site food processing establishment's current Ohio Department of Agriculture registration information was observed during the inspection. |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-07 Administrator Qualifications                     | Compliant | Documenting Statement: The administrator has until 12/2027 to complete the rules review course.   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-07 Administrator Responsibilities/Requirements      | Compliant | Documenting Statement: Employment records for current as well as past employees were being maintained on file as required.  |
| 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.   |
| 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   |
| Rule: 5101:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.  |
| 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.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 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  | 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: Indoor play space used for gross motor activities was the gym.  |
| 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, natural barriers  |
| 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: Cleaning supplies were viewed stored out of the reach of children.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Sanitary Equipment and Environment | Compliant | Documenting Statement: On the day of the inspection, the program provided a clean environment in accordance with Appendix A of this rule, which included the furniture, materials and equipment. |
| 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  |
| 5101:2-12-13 Smoke Free Environment                   | Compliant |  |



| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| Rule: 5101:2-12-13 Toothbrushing Requirements                  | Compliant | Documenting Statement: Tooth brushing is practiced by the program and it was determined to meet the requirements outlined in the rule.  |
| Rule: 5101:2-12-14 Transportation and Field Trip Procedures    | Compliant | Documenting Statement: The program uses the ODJFS sample trip permission form for routine trips to secure written permission from parents or guardians.                                     |
| 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: 5101:2-12-15 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: 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: 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. |
| 5101:2-12-16 Emergency Drills                                  | Compliant |   |
| 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 complete first aid kits available as required.  |
|---|-----------|---|
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Management of Communicable Disease   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Incident/Injury Reporting      | Compliant | Documenting Statement: The requirements for completing JFS 01299 "Incident/Injury Report For Child Care" reports were discussed during the inspection.      |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 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: 5101:2-12-17 Daily Schedule                 | Compliant | Documenting Statement: The following activities were observed: free choice and small group.   |
| Rule: 5101:2-12-17 Daily Schedule                 | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-17 Materials and Equipment        | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.   |
| 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  | 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: 5101:2-12-18 Ratio                       | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.  |
|--|-----------|---|
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-18 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: 5101:2-12-18 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: 5101:2-12-19 Supervision                 | Compliant | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 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: The cots were disinfected daily.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: Meals were provided at intervals as required by this rule.   |
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant | Documenting Statement: Modified diets provided by the program were documented as required.  |



|  |               |   |
|--|---------------|---|
| Rule: 5101:2-12-22 Meal and Snack Requirements | Compliant     | Documenting Statement: The menu posted reflected the meal served.   |
| 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: Medication was stored shelf in cabinet. The shelf is out of reach of the children.   |