

## Family Child Care 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 The Key To Our Village Learning Center	Program Number 2240030316	Program Type FCC - Type A Home	
Address 1230 Lockbourne Road  Columbus OH 43206		County FRANKLIN	
<i>Building and Fire Approvals apply to Type A Family Child Care Homes only</i>			
Building Approval Date 01/23/2024	Use Group/Code	Occupancy Limit 12	Maximum Under 2 ½ 6
Fire Inspection Approval Date 07/01/2024			

Inspection Information		
Inspection Type Monitor	Inspection Scope Partial	Inspection Notice Unannounced
Inspection Date 12/01/2025	Begin Time 10:00 AM	End Time 11:35 AM
Reviewer: Cristina Boyer		

Summary of Findings				
No. Rules Verified 10	No. Rules with Non-compliances 8	No. Serious Risk 0	No. Moderate Risk 1	No. Low Risk 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)		2	0	2
Young Toddler		2	0	2
<b>Total Under 2 Years</b>	6	4	0	4
Older Toddler		2	0	2
Preschool		4	0	4
School Age		10	0	10
<b>Total Capacity/Enrollment</b>	12	16	0	20

Staff-Child Ratios at the Time of Inspection			
Group	Age Group/Range	Ratio Observed	Comment
Shanieka E.	Mixed Age Group	2 to 4	



### 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:** 5180:2-13-09 Background Checks

**Code:** The program is required to receive a preliminary approval from ODJFS prior to allowing an individual to engage in assigned duties or be near children.

**Findings:** In review of the staff records, it was determined that background checks did not meet the requirements of the rule for the person listed on the Employee Record Chart as noted in number 3 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 had engaged in assigned duties and 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:** 12/31/2025

### Low Risk Non-Compliances

#### Domain: 01 Ratio & Supervision

Rule: 5180:2-13-18 Attendance

Code: The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the original attendance record at the program for a period of one year.

Findings: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number 1 below:

1. No attendance record was being maintained.
2. The attendance record was not being consistently completed.
3. The record did not include the name of at least one child.
4. The record did not include the birth date of at least one child.
5. The record did not include the assigned group.
6. The record did not include the child's weekly schedule.
7. The record did not include the time (hours and minutes) of each child's arrival and departure to the program, including transportation by the program.
8. The original attendance record was not kept at the program for a period of one year.

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

Corrective Action Plan Due: 12/31/2025

#### Domain: 02 Safe & Sanitary Environment

Rule: 5180:2-13-12 Safe Environment

Code: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Findings: Children in care shall be protected from any item which threaten their health, safety, and well being. During the inspection, it was determined that children were not protected from the following item which may threaten their health, safety, or well being as noted in the following number 1 below:

1. Outlets did not have childproof receptacle covers in main program room.
2. Open pull cords that are not closed loop.
3. Toys or other items small enough to be swallowed were present in the space where infants and/or toddlers were in care.
4. Electrical/extension cords attached to an object that would not likely result in a severe injury if pulled.
5. Stacked chairs.



6. Telephone cords.
7. Employee(s) purse(s).
8. Diaper bags.
9. Television not securely anchored.
10. Small or lightweight pieces of shelving units are not securely anchored to the wall.
11. Staff member stepped over a barrier/gate while holding a child.
12. Chipping or peeling paint.
13. An area rug did not have a nonskid backing.
14. An area rug presented a tripping hazard.
15. A floor surface was unsafe in that [ ].
16. No platform was provided for the sink or toilet.
17. The platform provided for the sink or toilet was not sturdy.
18. The platform provided for the sink or toilet posed a safety hazard in that [ ].
19. Emergency exits were blocked by the following furniture in that [ ].
20. A mercury thermometer was being used to take a child's temperature.
21. Methods of ventilation used did not provide protection from rodents, insects, or other hazards.
22. Other [ ].

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

Corrective Action Plan Due: 12/31/2025

#### **Domain: 07 Diapering & Infant Care**

Rule: 5180:2-13-20 Crib and Playpen Requirements

Code: The program is required to remove objects from cribs/playpens that could block the child.

Findings: During the inspection, it was determined that a child had been placed in a crib or playpen with the following number 4 below which could obstruct a provider or child care staff member's view of the infant:

1. Busy box or other toy attached to the side of the crib or playpen.
  2. A blanket hanging over the side of the crib or playpen.
  3. Stuffed animal that is not large/soft enough that it could conform to the shape of the child's face.
  4. 1 pack and play contained sitting chair and 2nd pack and play contained another sitting chair and infant pillow.
- Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 12/31/2025

#### **Domain: 08 Staff Files**

Rule: 5180:2-13-07 Staff Records

Code: The provider is required to maintain current employee, child care staff members and resident records in the Ohio Professional Registry.

Findings: During the inspection, it was determined that employment records in the Ohio Professional Registry (OPR) were maintained as noted in number 11 below:

1. The provider had not created or updated their individual profile in the OPR.
2. The provider had not created or updated the program's organizational dashboard in the OPR.
3. At least one employee, child care staff member, or substitute child care staff member had not created or updated their individual profile in the OPR.
4. At least one employee, child care staff member, or substitute child care staff member had not created an employment record in the OPR for the program on or before the first day of employment, including date of hire.
5. At least one employee, child care staff member, or substitute child care staff member had not updated changes to positions or roles in the OPR within five calendar days of the change.
6. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's scheduled days and hours changed.
7. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's group assignments changed, if applicable.
8. The program's organizational dashboard in the OPR was not updated with the employment end date within five business days when at least one employee, child care staff member, or substitute child care staff member ended employment.
9. At least one resident over the age of eighteen had not created a profile and employment record for the family child care provider within five days of becoming a resident or turning eighteen.
10. The program's organizational dashboard in the OPR was not updated within five calendar days of a change in residency for at least one resident over the age of eighteen.
11. The program's organizational dashboard in OPR was not updated role date for the CCSM and no assigned group.

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

Corrective Action Plan Due: 12/31/2025

#### **Domain: 08 Staff Files**

Rule: 5180:2-13-10 Health Training

Code: The program is required to meet the health training requirements.

Findings: In review of records, it was determined the CCSM was left alone with children and did not have current valid documentation for trainings listed in numbers 2, 5, 11 and 15.

1. First Aid - expired training
2. First Aid - did not have verification of completion of First Aid training
3. First Aid - documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule
4. CPR - expired training a
5. CPR - had not taken CPR training
6. CPR - did not have verification of the completion of CPR training

7. CPR - training taken did not include all age groups the program serves and developmental levels of all children in care
8. CPR - documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule
9. CPR - audiovisual or electronic media training taken by staff did not include an in-person component of the training
10. Communicable Disease - expired training
11. Communicable Disease - had not taken CD training
12. Communicable Disease - did not have verification of the completion of the CD training
13. Communicable Disease - documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule
14. Child Abuse - expired training
15. Child Abuse - had not taken Child Abuse training
16. Child Abuse - documentation did not demonstrate the person who provided the training met the trainer qualifications as stated in the rule

Correct the violation and submit the documentation of current certification with the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 12/31/2025

**Domain: 08 Staff Files**

Rule: 5180:2-13-08 Employee Requirements

Code: The program is required to obtain completed medical statements for all program staff.

Findings: In review of the staff records, it was determined that the medical statements for those individuals listed on the Employee Record Chart did not include the required information listed below in number 1.

1. A medical statement was not on file;
2. The medical statement(s) on file were not dated within 12 months of the individual'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 individual 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);

Submit the program's corrective action plan, which includes a copy of the completed medical statement, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 12/31/2025



**Domain: 08 Staff Files**

**Rule: 5180:2-13-08 Child Care Staff Requirements**

**Code:** The program is required to have staff complete the online staff orientation training. Additionally, the training must be completed before they are permitted to have sole responsibility of children.

**Findings:** In review of the staff records, it was determined that child care staff member did not meet the requirements for completing the online orientation training as noted in number 3 below:

1. The training was not completed within 30 days of starting employment at the program as a child care staff member.
2. No documentation of completing the training after December 31, 2016.
3. Completion of the training was not verified in the OPR.
4. A child care staff member had sole responsibility of children and had not completed the online orientation.

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

Corrective Action Plan Due: 12/31/2025

**Rules In-Compliance/Not Verified**

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Change of Location	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Voluntary Temporary Closure	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 License Visible	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Information in OCLQS	Not Verified	



Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Provider Medical	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Type A Ownership	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-03 Inspection Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Building Inspections for Type A Homes	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Fire Inspections for Type A Homes	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Provider Responsibilities	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13 Written Policies and Procedures	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Whistle Blower	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-10 Professional Development	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Space	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Equipment	Not Verified	

<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-12 Safe Equipment	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-11 Fall Zone	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-12 Pets	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-13 Handwashing	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-13 Clean environment and equipment	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-14 Ratio and Supervision for Field and Routine Trips	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-14 Requirements for Field and Routine Trips	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-13 Toothbrushing	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-13 Smoke Free	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-14 Driver Requirements	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Inspections	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Requirements	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Medical and Enrollment Records	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Health Conditions	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Records Retention and Confidentiality	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Medical, Dental, and General Emergency Plan	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Emergency Drills	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 First Aid Kit/Standard Precautions	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Communicable Diseases	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Incident/Injury	Not Verified	

Rule	Status	Documenting Statement(s), If applicable
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5180:2-13-17 Programming	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 Emergency Preparedness and Response Plan	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-17 Materials and Equipment	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-18 Group Size and Ratios	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Supervision	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 School Age Supervision	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Sanitary Environment and Hygiene	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Child Guidance	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Sleep and Nap Requirements	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Evening and Overnight Care	Not Verified	
Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Meals and Snacks	Compliant	



<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-22 Fluid Milk	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-22 Food Handling	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-23 Infant Daily Care	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-23 Infant Bottle and Food Preparation	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-23 Diapering	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-24 On-site Pools	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-24 Swimming Sites	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-25 Medication Requirements	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-24 Parent Permission for Swimming	Not Verified	
<b>Rule</b>	<b>Status</b>	<b>Documenting Statement(s), If applicable</b>
5180:2-13-11 Indoor Space	Not Verified	



**Department of  
Children & Youth**

Rule	Status	Documenting Statement(s), If applicable
5101:2-13-08 Review Policies and Procedures	Not Verified	