

## 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>VIP Learning Center                       | Program Number<br>2240030332         |                       | Program Type<br>Child Care Center |
| Address<br>6200 Busch Blvd Unit B Columbus<br>OH<br>43229 |                                      |                       | County<br>FRANKLIN                |
|   |                                      |                       |                                   |
| Building Approval Date<br>11/14/2018                      | Use Group/Code<br>E                  | Occupancy Limit<br>78 | Maximum Under 2 ½<br>54           |
| Fire Inspection Approval Date<br>06/06/2024               | Food Service Risk Level<br>Level III |                       |                                   |

| Inspection Information         |                          |                                  |
|--------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Provisional | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>01/14/2025  | Begin Time<br>9:00 AM    | End Time<br>11:45 AM             |
| 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)                                 |                  | 6          | 0         | 6     |
| Young Toddler   |                  | 3          | 0         | 3     |
| <b>Total Under 2 ½ Years</b>                              | 48               | 9          | 0         | 9     |
| Older Toddler   |                  | 1          | 0         | 1     |
| Preschool   |                  | 9          | 0         | 9     |
| School Age  |                  | 0          | 4         | 4     |
| <b>Total Capacity/Enrollment</b>                          | 72               | 10         | 4         | 23    |

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

|           |                          |        |   |
|-----------|--------------------------|--------|---|
| Infants   | 0 to < 12 months         | 2 to 5 | Lunch   |
| Toddlers  | Mixed Age Group          | 2 to 8 | Infants, Toddlers,<br>and Preschool<br>combined at<br>arrival |
| Toddlers  | 18 months to < 30 months | 1 to 3 | Lunch   |
| Preschool | 3 years to < 4 years     | 1 to 7 | Lunch   |

### 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: 5180:2-12-02 Current Information

Code: The rule requires the program to request an administrator amendment, and submit qualifications for a new administrator, within thirty days of the change.

Finding: During the inspection, it was determined that a change of administrator had been made and the owner or administrator had failed to provide notification of this change to the Department and/or submit qualifications for the new administrator within 30 days. A license is only valid for the licensee, administrator, address and license capacity designated on the license. Technical assistance was provided, and as discussed, submit the request to amend the license and any required documentation, if applicable, through the licensing system, OCLQS.

Corrective Action Plan Due: 02/13/2025

**Domain: 01 Ratio & Supervision**

Rule: 5180:2-12-18 Attendance Records

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 center for a period of one year.

Finding: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number(s) 3, 4, 5 and 6 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: 02/13/2025

**Domain: 03 Postings & Equipment**

Rule: 5180:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to post and implement the JFS 01242 "Medical, Dental, and General Emergency Plan" when necessary.

Finding: During the inspection, it was determined the requirements for the JFS 01242 "Medical, Dental, and General Emergency Plan for Child Care" were not followed as noted in number 5 below:

1. The plan was not posted in each classroom.
2. The plan was not posted in other spaces used by children.
3. The name, address and telephone number of the program were not complete.
4. The location of first aid kit, fire extinguishers and fire alarm system, fire alarm pull stations and electrical circuit box were not complete.
5. The telephone number for emergency squad, fire department, hospital, poison control program, public children services agency, local health department, local emergency management agency, and police department were not complete.
6. Location of children's records was not complete.
7. Emergency information including any medications or supplies needed in the event of an evacuation was not complete.
8. The current version of the prescribed form was not used.
9. The plan was not implemented when necessary in that [ ].

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

Corrective Action Plan Due: 02/13/2025

**Domain: 07 Diapering & Infant Care**

Rule: 5180:2-12-23 Infant Bottle and Food Preparation

Code: The program is required to obtain written instructions from parents regarding feeding their infant.

Finding: During the inspection, it was determined that written instructions for feeding the infants noted on the Children Record Review were missing information as noted in number 1 below:

1. Written instructions were not on file.
2. Type of food and/or formula/breast milk was missing.
3. Amount of food and/or formula/breast milk was missing.
4. Feeding times or frequency of feedings was missing.
5. The written instructions on file had not been updated.



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 required at this time.

Corrective Action Plan Due: 02/13/2025

**Domain: 08 Staff Files**

Rule: 5180:2-12-10 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) 2, 3 and 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: 02/13/2025

**Domain: 08 Staff Files**

Rule: 5180:2-12-07 Administrator Responsibilities/Requirements

Code: The program administrator is required to maintain current employee records in the Ohio Professional Registry.

Finding: During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number(s) 5 and 7 below:

1. At least one administrator, employee or child care staff member (including substitutes) had not created a profile.

2. At least one administrator, employee or child care staff member had not created an employment record for the program on or before their first day of employment.
3. At least one administrator, employee or child care staff member had not updated changes to positions or roles within five calendar days of the change.
4. The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard.
5. At least one individual's schedule was not current.
6. At least one individual's position or role did not include an applicable group assignment.
7. At least one individual's employment had not been end dated.
8. Other: [ ]

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

Corrective Action Plan Due: 02/13/2025

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

Rule: 5180:2-12-08 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 and 2 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: 02/13/2025

### Rules In-Compliance/Not Verified

| Rule   | Status    | Documenting Statement(s), If applicable  |
|--|-----------|--|
| Rule: 5180:2-12-16 Written Disaster Plan     | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding the written disaster plan were discussed.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-02 License Posted                  | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-03 Inspection Requirements         | Compliant |  |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-04 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 06/06/2025. |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-04 Food Service Requirements | Compliant | Documenting Statement: The food service license was observed posted. Following is the audit number and date of expiration: Audit #9989897 expires 03/01/2025.                          |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5180:2-12-07 Administrator Qualifications                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-07 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  |
| 5180:2-12-08 Child Care Staff Member Educational Requirements | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-09 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  |
| Rule: 5180:2-12-11 Outdoor Space Requirements                 | Compliant | Documenting Statement: The quarterly playground inspections were completed and documented, as required. The most recent inspection report form was dated 01/07/2025. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-11 Indoor Space Requirements                        | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-11 Separation of Children Under 2 1/2 Years         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-11 Outdoor Play Equipment                     | Compliant | Documenting Statement: The outdoor play space and equipment were not viewed during this inspection due to snow covering; however, the requirements were discussed.   |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5180:2-12-11 Outdoor Play Fall Zones                    | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-12 Safe Equipment                             | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-12 Safe Environment                           | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Sanitary Equipment and Environment         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Handwashing Requirements                   | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-13 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: 5180:2-12-15 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  |
| Rule: 5180:2-12-15 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: 5180:2-12-16 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: 5180:2-12-16 First Aid/Standard Precautions     | Compliant     | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-16 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>  |
| 5180:2-12-16 Incident/Injury Reporting                | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 Group Size                               | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Daily Schedule                           | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Materials and Equipment                  | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Daily Outdoor Play                       | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 License Capacity                         | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-18 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. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-19 Supervision                              | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-20 Cots and Napping                         | Compliant     |   |

| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| 5180:2-12-20 Cribs                                | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-19 Child Guidance                       | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-22 Meal and Snack Requirements          | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-22 Safe Food Handling/Storage           | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-22 Fluid Milk Requirements              | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-23 Infant Daily Care              | Compliant | Documenting Statement: Appropriate daily written records for all infants were viewed.                                 |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-23 Diapering and Toilet Training  | Compliant | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the infant room. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-25 Medication Administration            | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-04 Building Department Inspection | Compliant | Documenting Statement: A copy of the certificate of occupancy was available on-site for review.                       |