Department of Children & Youth

Licensing Inspection Full Report

All licensed early care and education programs are inspected at least once each year. Non-compliances are documented and grouped by risk level. Documenting statements, technical assistance provided and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the Department of Children & Youth website at https://childcaresearch.ohio.gov/ . This includes complaint investigation reports with substantiated allegations. For any other early care and education records, please contact the Family and Customer Support Center at 1-844-234-5437.

Program Details		
Program Name ST CLAIR ACADEMY	Program Number 000000202800	Program Type Child Care Center
Address 116 W ST CLAIR ST EATON OH 45320		County PREBLE

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 09/15/2026	Begin Time 9:00 AM	End Time 1:00 PM	Reviewer: Steffani Roberts
Inspection Date 09/15/2026	Begin Time 9:00 AM	End Time 1:00 PM	Reviewer: Ashley Chiles

Summary of Findings			
No. Requirements Verified 67	No. Requirements with Non-compliances 13		No. Requirements Compliant 42
No. Serious Risk 0	No. Moderate Risk Findings 5	No. Other Non-compliance Findings 11	No. Technical Assistance Provided 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)		0	0	0
Young Toddler		0	0	0
Total Under 2 ½ Years	48	0	0	0
Older Toddler		0	0	0
Preschool		39	0	39
School Age		0	41	41
Total Capacity/Enrollment	138	39	41	80

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
3's		2 to 7	In Compliance	@ 9:05 am
3's		2 to 7	In Compliance	@ 10:42 am
PreK		3 to 12	In Compliance	@ 9:05 am
PreK		3 to 13	In Compliance	@ 10:42 am
School Age		2 to 28	In Compliance	@ 9:05 am
School Age	School-Age to < 11 years	0 to 0	In Compliance	@10:42 am

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, 5180:2-13-03, 5180:2-19-10 and 5180:2-20-02 detail the process for submitting a request for review. The request for review must be submitted within ten business days from the receipt of the licensing report. In addition, if the program is Step Up To Quality rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.

Serious Risk Non-Compliances

A serious risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

No serious risk non-compliances were observed during this inspection

Moderate Risk Non-Compliances

A moderate risk non-compliance is a licensing rule violation that has the potential to lead to a great risk of harm to a child and is observable and/or based on facts.

Domain: **00 License & Approvals**

Rule: 5180:2-12-04 Building Department Inspection

Requirement: The program is required to refrain from using space that did not receive building approval and from caring for children in spaces not approved for that age group. The program is required to refrain from using a remodeled or modified space before obtaining building approval. The program is required to maintain building occupancy limitations.

Finding: During the inspection, it was determined that the program was using space for child care in a manner that had not been approved by the Ohio Department of Commerce or the local certified building authority.

The following condition was observed: The space had been modified and not yet re-inspected and approved.

Submit the program's corrective action plan, which includes building approval for use of this space, a written statement that the building occupancy limitations are being maintained, or a written statement that it is no longer being used, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **01 Ratio & Supervision**

Rule: 5180:2-12-19 Supervision

Requirement: The program staff is required to supervise children in their assigned group by sight and hearing. Supervision includes being near enough to respond and reach children immediately and protecting them from harm.

Finding: During the inspection, it was determined that children were left unattended while inside the program.

The following was observed: Children were left unattended without staff members maintaining situational awareness more than once when they came into the classroom from outside to get water to drink and wash their hands but they were not within sight of the teacher.

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **04 Indoor/Outdoor Space**

Rule: 5180:2-12-11 Outdoor Play Equipment

Requirement: The program is required to anchor equipment to the ground as required, to close "S" hooks to prevent the chain from slipping off and prevent strangulation and provide equipment with openings that will not pose a safety risk.

Finding: During the inspection, it was determined that equipment on the outdoor play space posed an imminent risk of harm to a child.

The following was observed: The red metal climber was not anchored

Discontinue the use of this equipment until it has been removed, repaired or replaced. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **08 Staff Files**

Rule: 5180:2-12-09 Background Check Requirements

Requirement: The program is required to have all staff request background checks as required and receive a DCY 01176 or preliminary approval from DCY prior to allowing an individual to engage in assigned duties or be near children.

Finding: In review of the staff records, it was determined that background checks did not meet the requirements of the rule for the person(s) listed on the Employee Record Chart.

The following was observed: There was no DCY 1176 on file for 3 child care staff members.

Submit the program's corrective action plan, which includes a copy of the DCY 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: 10/15/2026

Domain: **09 Children's Files**

Rule: 5180:2-12-15 Child Health Care Plans

Requirement: The program is required to have a completed DCY 01236 or equivalent form on file at the program for any child having a health condition and must implement and/or follow instructions on the plan. The program is required to have staff trained to perform the procedures on the form present at the program when the child requiring

the procedure is onsite. Only staff who have been trained shall be permitted to perform the procedures listed on the form.

Finding: In review of the children's records, it was determined the program did not meet the requirements for caring for at least one child, indicated on the Children's Records Review, with a condition that requires a DCY 01236 ""Health Care Plan Documentation & Permission to Administer Medication"" or equivalent form.

The following was observed:

No plan was on file.

Medication listed in the procedures was not onsite and alternate instructions for this situation were not included on the plan.

Name of the medication/medical food was missing or not attached.

Dosage of medication/medical food to be administered was missing or not attached.

Time for medication/medical food to be administered was missing or not attached.

Expiration date for medication/medical food was missing or not attached

Provide staff training. Submit the program's corrective action plan, which includes a copy of the completed DCY 01236 or equivalent form, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Other Non-Compliances

This section includes other rule violations that are observable and/or based on facts.

Domain: **00 License & Approvals**

Rule: 5180:2-12-03 Inspection Requirements

Requirement: 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 6/3/26. The rule requires the program to complete and submit a corrective action plan in the Ohio statewide licensing system 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: 10/15/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-13 Sanitary Equipment and Environment

Requirement: The program is required to provide equipment and materials that are easy to clean.

Finding: During the inspection, it was determined that at least one piece of equipment, furnishings, or material at the program was not constructed of materials to facilitate cleaning.

The following was observed: Blue couch in the PreK was torn on corners.

Equipment, furnishings, and furniture shall be constructed of materials to facilitate cleaning.

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

Corrective Action Plan Due: 10/15/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-12 Safe Environment

Requirement: 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.

Finding: Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined that at least one area of the program or at least one piece of equipment had chipping or peeling paint. Submit the program’s corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-13 Sanitary Equipment and Environment

Requirement: The program is required to follow the cleaning schedule for equipment.

Finding: During the inspection, it was determined that the environment, furniture, materials, and/or equipment were not kept in a sanitary condition at all times.

The following was observed: Walls and step stools were visibly dirty.

The center shall be cleaned daily. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **04 Indoor/Outdoor Space**

Rule: 5180:2-12-11 Outdoor Play Equipment

Requirement: The program is required to provide equipment that does not pose a safety risk and must follow the manufacturer's guidelines for assembling, installing and using the equipment.

Finding: During the inspection, it was determined that outdoor play equipment was unsafe or not used as intended.

The following was observed: Outdoor equipment, wooden climbers, picnic tables and the deck were not free of conditions that pose a risk of harm to children. There were loose and warped boards on multiple wooden play spaces, a wooden picnic table and the deck leading to the playground. There were cracks in the plastic picnic table and the plastic yellow slide and standing water on the sandbox.

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

Corrective Action Plan Due: 10/15/2026

Domain: **05 Health & Safety**

Rule: 5180:2-12-22 Meal Preparation and Nutritional Requirements

Requirement: The program is required to label individual bottles of water with each child's name.

Finding: During the inspection, it was determined that individual bottles of water were not labeled with each child's name. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **08 Staff Files**

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

Requirement: 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.

The following was observed: The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard and at least one individual's employment had not been end dated.

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

Corrective Action Plan Due: 10/15/2026

Domain: **09 Children's Files**

Rule: 5180:2-12-25 2026 Medication Documentation

Requirement: The program is required to have medication, medical foods and topical products labeled with the child's name.

Finding: During the inspection, it was determined that a medication, medical food or topical product was at the program which had not been labeled with the child's name. Submit the program’s corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **09 Children's Files**

Rule: 5180:2-12-25 2026 Medication Storage

Requirement: The program is required to remove all medication, medical foods and topical products that are no longer being administered or have expired. The program is also required to maintain current documentation to administer medications, medical foods and topical products.

Finding: During the inspection, it was determined that medication, medical foods and/or topical products did not meet the requirement(s) for administering medication, medical foods, and/or medical products.

The following was observed: Medication was expired.

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

Corrective Action Plan Due: 10/15/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-12-16 Emergency Preparedness and Response Plan

Requirement: The program is required to train child care staff members and employees on the EPRP annually and keep written documentation of the training on-site.

Finding: During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement for training child care staff members and employees on the plan annually.

The following was observed: Child care staff members and employees were not trained annually.

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

Corrective Action Plan Due: 10/15/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-12-16 Emergency Preparedness and Response Plan

Requirement: The program is required to have an emergency preparedness and response plan (EPRP).

Finding: During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information.

The following was observed as missing: Medical or dental emergencies, including emergency transportation .

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **00 License & Approvals**

Rule: 5180:2-12-04 Building Department Inspection

Requirement:The program is required to refrain from using space that did not receive building approval and from caring for children in spaces not approved for that age group. The program is required to refrain from using a remodeled or modified space before obtaining building approval. The program is required to maintain building occupancy limitations.
Findings:During the inspection, it was determined that the program was using space for child care in a manner that had not been approved by the Ohio Department of Commerce or the local certified building authority.

The following condition was observed: The space had been modified and not yet re-inspected and approved.

Submit the program's corrective action plan, which includes building approval for use of this space, a written statement that the building occupancy limitations are being maintained, or a written statement that it is no longer being used, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **01 Ratio & Supervision**
Rule: 5180:2-12-19 Supervision
Requirement:The program staff is required to supervise children in their assigned group by sight and hearing. Supervision includes being near enough to respond and reach children immediately and protecting them from harm.
Findings:During the inspection, it was determined that children were left unattended while inside the program.

The following was observed: Children were left unattended without staff members maintaining situational awareness more than once when they came into the classroom from outside to get water to drink and wash their hands but they were not within sight of the teacher.

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-13 Sanitary Equipment and Environment
Requirement:The program is required to provide equipment and materials that are easy to clean.
Findings:During the inspection, it was determined that at least one piece of equipment, furnishings, or material at the program was not constructed of materials to facilitate cleaning.

The following was observed: Blue couch in the PreK was torn on corners.

Equipment, furnishings, and furniture shall be constructed of materials to facilitate cleaning.
Submit the program's corrective action plan to the Department to verify compliance with the requirement of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-12 Safe Environment

Requirement: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 items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined that at least one area of the program or at least one piece of equipment had chipping or peeling paint. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-13 Sanitary Equipment and Environment
Requirement:The program is required to follow the cleaning schedule for equipment.
Findings:During the inspection, it was determined that the environment, furniture, materials, and/or equipment were not kept in a sanitary condition at all times.

The following was observed: Walls and step stools were visibly dirty.

The center shall be cleaned daily. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **04 Indoor/Outdoor Space**
Rule: 5180:2-12-11 Outdoor Play Equipment
Requirement:The program is required to anchor equipment to the ground as required, to close "S" hooks to prevent the chain from slipping off and prevent strangulation and provide equipment with openings that will not pose a safety risk.
Findings:During the inspection, it was determined that equipment on the outdoor play space posed an imminent risk of harm to a child.

The following was observed: The red metal climber was not anchored

Discontinue the use of this equipment until it has been removed, repaired or replaced. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **04 Indoor/Outdoor Space**
Rule: 5180:2-12-11 Outdoor Play Equipment
Requirement:The program is required to provide equipment that does not pose a safety risk and must follow the manufacturer's guidelines for assembling, installing and using the equipment.
Findings:During the inspection, it was determined that outdoor play equipment was unsafe or not used as intended.

The following was observed: Outdoor equipment, wooden climbers, picnic tables and the deck were not free of conditions that pose a risk of harm to children. There were loose and warped boards on multiple wooden play spaces,

a wooden picnic table and the deck leading to the playground. There were cracks in the plastic picnic table and the plastic yellow slide and standing water on the sandbox.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **05 Health & Safety**
Rule: 5180:2-12-22 Meal Preparation and Nutritional Requirements
Requirement:The program is required to label individual bottles of water with each child's name.
Findings:During the inspection, it was determined that individual bottles of water were not labeled with each child's name. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **08 Staff Files**
Rule: 5180:2-12-07 Administrator Responsibilities/Requirements
Requirement:The program administrator is required to maintain current employee records in the Ohio Professional Registry.
Findings:During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained.

The following was observed: The administrator had not assigned at least one employee or child care staff member to the program's organization dashboard and at least one individual's employment had not been end dated.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **08 Staff Files**
Rule: 5180:2-12-09 Background Check Requirements
Requirement:The program is required to have all staff request background checks as required and receive a DCY 01176 or preliminary approval from DCY 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(s) listed on the Employee Record Chart.

The following was observed: There was no DCY 1176 on file for 3 child care staff members.

Submit the program's corrective action plan, which includes a copy of the DCY 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: 10/15/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-25 2026 Medication Documentation
Requirement:The program is required to have medication, medical foods and topical products labeled with the child's name.
Findings:During the inspection, it was determined that a medication, medical food or topical product was at the program which had not been labeled with the child's name. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-25 2026 Medication Storage
Requirement:The program is required to remove all medication, medical foods and topical products that are no longer being administered or have expired. The program is also required to maintain current documentation to administer medications, medical foods and topical products.
Findings:During the inspection, it was determined that medication, medical foods and/or topical products did not meet the requirement(s) for administering medication, medical foods, and/or medical products.
The following was observed: Medication was expired.
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-15 Child Health Care Plans
Requirement:The program is required to have a completed DCY 01236 or equivalent form on file at the program for any child having a health condition and must implement and/or follow instructions on the plan. The program is required to have staff trained to perform the procedures on the form present at the program when the child requiring the procedure is onsite. Only staff who have been trained shall be permitted to perform the procedures listed on the form.
Findings:In review of the children's records, it was determined the program did not meet the requirements for caring for at least one child, indicated on the Children's Records Review, with a condition that requires a DCY 01236 ""Health Care Plan Documentation & Permission to Administer Medication"" or equivalent form.

The following was observed:
No plan was on file.
Medication listed in the procedures was not onsite and alternate instructions for this situation were not included on the plan.
Name of the medication/medical food was missing or not attached.
Dosage of medication/medical food to be administered was missing or not attached.
Time for medication/medical food to be administered was missing or not attached.
Expiration date for medication/medical food was missing or not attached

Provide staff training. Submit the program's corrective action plan, which includes a copy of the completed DCY 01236 or equivalent form, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/15/2026

Domain: **10 Written Policies & Procedures**
Rule: 5180:2-12-16 Emergency Preparedness and Response Plan
Requirement:The program is required to train child care staff members and employees on the EPRP annually and keep written documentation of the training on-site.
Findings:During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement for training child care staff members and employees on the plan annually.
The following was observed: Child care staff members and employees were not trained annually.
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule
Corrective Action Plan Due: 10/15/2026

Domain: **10 Written Policies & Procedures**
Rule: 5180:2-12-16 Emergency Preparedness and Response Plan
Requirement:The program is required to have an emergency preparedness and response plan (EPRP).
Findings:During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information.

The following was observed as missing: Medical or dental emergencies, including emergency transportation .

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/15/2026

Technical Assistance Provided

This section documents technical assistance provided to the program when the program demonstrated an overall level of compliance with a rule requirement.

Domain: 08 Staff Files

Rule: 5180:2-12-08 Child Care Staff Member Educational Requirements

Requirement: The program staff is required to have educational verification on file at the program.

Findings: During the inspection, it was determined the employee's education document verifying completion of high school education is not complete or on file as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 08 Staff Files

Rule: 5180:2-12-08 Orientation Training & Whistle Blower Protection

Requirement: 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: During the inspection, it was determined the employee's orientation is not complete as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 08 Staff Files

Rule: 5180:2-12-08 Staff Immunization Records

Requirement: The program is required to have every employee provide immunization records.

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Findings: During the inspection, it was determined verification of staff immunization was not on file as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 08 Staff Files

Rule: 5180:2-12-08 Staff TB Screening Requirements

Requirement: The program is required to have every employee provide evidence of tuberculois (TB) screening prior to the first day of employment.

Findings: During the inspection, it was determined verification of TB screening was not on file as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 08 Staff Files

Rule: 5180:2-12-10 Professional Development Requirements

Requirement: 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.

Findings: During the inspection, it was determined staff did not complete professional development as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 09 Children's Files

Rule: 5180:2-12-15 Child Enrollment Records

Requirement: The program is required to have a completed and updated DCY 01234 "Child Enrollment and Health Information For Child Care" or equivalent form on file for each child enrolled.

Findings: During the inspection, it was determined the child's enrollment form is not complete or updated annually as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: 10 Written Policies & Procedures

Rule: 5180:2-12-07 Written Program Policies and Procedures

Requirement: The program's policies and procedures are required to include all topics outlined in rule.

Findings: During the inspection, it was determined the program's policies and procedures handbook does not contain all items as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

In Compliance/Not Verified/Previously Verified/Not Applicable

This section documents rule requirements that were assessed as fully compliant, previously verified, not verified during this inspection or not applicable to the program.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-18 License Capacity	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-02 License Visible	Compliant	Documenting Statement: The license was in a location visible to parents as required.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-04 Fire Inspection	Compliant	

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: 40 3/1/2027

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-05 Denial, Revocation and Suspension	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-07 Administrator Qualifications	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-10 Health Training Requirements	Compliant	

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 Outdoor Space Requirements	Compliant	

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
Rule: 5180:2-12-13 Handwashing Requirements	Compliant	Documenting Statement: Children were viewed washing their hands, as required by the rule.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-13 Smoke Free Environment	Compliant	Documenting Statement: No smoking was allowed on the premises, and the notice stating that smoking is prohibited was observed posted in a conspicuous place.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation and Field Trip Procedures	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation - Driver Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation - Vehicle Requirements	Not Applicable	

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.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-16 Management of Communicable Disease	Compliant	Documenting Statement: The DCY 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-16 Incident/Injury Reporting	Compliant	Documenting Statement: The JFS 01299 "Incident/Injury Report For Child Care" forms reviewed during this inspection were complete as required.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-17 Daily Schedule	Compliant	Documenting Statement: Daily schedules were observed posted.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-17 Materials and Equipment	Compliant	Documenting Statement: Sufficient equipment was observed in all categories.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-17 Daily Outdoor Play	Compliant	Documenting Statement: Outdoor play was observed for the multiple groups.

Rule	Status	Documenting Statement(s), If applicable
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.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-18 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: 5180:2-12-18 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: 5180:2-12-19 Child Guidance	Compliant	Documenting Statement: Appropriate child guidance and behavior management techniques and practices were observed being used during the inspection.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-21 Evening and Overnight Care	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Bottle and Food Preparation	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Fluid Milk Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Daily Care	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable

Rule: 5180:2-12-22 Safe Food Handling/Storage	Compliant	Documenting Statement: Food was stored in a safe and sanitary manner.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-24 Swimming and Water Safety Requirements	Compliant	Documenting Statement: Swimming activities were part of the program's schedule [year round/in the summer only].

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 Emergency Postings	Compliant	

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
5180:2-12-21 Mobile Preschools	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-02 Current Information	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-02 Amendments to the License	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cots and Napping - Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-15 Child Immunization Records	Compliant	Documenting Statement: At the time of the inspection, 25% of the children's records were reviewed, and the immunization records were complete, as required by the rule.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-15 Child Record Requirements	Compliant	Documenting Statement: At the time of the inspection, a system to ensure children's records were kept on file for one year was being utilized.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cots and Napping - Equipment and Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs - Safe Environment and Practices	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs - Placement	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Specialized Diets	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-23 Diapering and Toilet Training - Practices	Compliant	Documenting Statement: Children who were toilet training used children's restrooms in the hallway.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 2026 Diapering and Toilet Training - Supplies	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-25 2026 Medication Administration Practices	Compliant	