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 PRIMROSE SCHOOL OF DUBLIN	Program Number 000000409555	Program Type Child Care Center
Address 6415 POST ROAD DUBLIN OH 43016		County FRANKLIN

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 08/11/2026	Begin Time 9:00 AM	End Time 4:30 PM	Reviewer: BEVERLY JAMES

Summary of Findings			
No. Requirements Verified 67	No. Requirements with Non-compliances 8		No. Requirements Compliant 53
No. Serious Risk 0	No. Moderate Risk Findings 1	No. Other Non-compliance Findings 8	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)		10	0	10
Young Toddler		26	0	26
Total Under 2 ½ Years	58	36	0	36
Older Toddler		17	0	17
Preschool		97	0	97
School Age		0	47	47
Total Capacity/Enrollment	182	114	47	197

Ohio Department of Children & Youth

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Preschool 1	3 years to < 4 years	2 to 15	In Compliance	3pm
Preschool 1	3 years to < 4 years	2 to 13	In Compliance	9am
Young Infants	0 to < 12 months	1 to 3	In Compliance	9am
Young Infants	0 to < 12 months	1 to 4	In Compliance	3pm
Older Infants	12 months to < 18 months	1 to 4	In Compliance	3pm
Older Infants	12 months to < 18 months	2 to 5	In Compliance	10:15 am
Toddlers	18 months to < 30 months	2 to 9	In Compliance	3pm
Toddlers	30 months to < 36 months	2 to 7	In Compliance	9am
Early PS 1	18 months to < 30 months	2 to 12	In Compliance	3pm
Early PS 1	18 months to < 30 months	2 to 9	In Compliance	9am
Early Preschool 2	30 months to < 36 months	2 to 12	In Compliance	3pm
Early Preschool 2	30 months to < 36 months	2 to 8	In Compliance	9am
Preschool 2	3 years to < 4 years	2 to 15	In Compliance	3pm
Preschool 2	3 years to < 4 years	2 to 12	In Compliance	9am
PreK 1	4 years to < 5 years	2 to 14	In Compliance	9am
PreK 1	4 years to < 5 years	2 to 20	In Compliance	3pm
PreK 2	4 years to < 5 years	1 to 12	In Compliance	3pm
PreK 2	4 years to < 5 years	2 to 12	In Compliance	9am
School Age Explorers	School-Age to < 11 years	3 to 25	In Compliance	3pm
School Age Explorers	School-Age to < 11 years	2 to 25	In Compliance	9am

Department of Children & Youth

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: **06 Program Information**

Rule: 5180:2-12-14 Transportation - Vehicle Requirements

Requirement: The program is required to use the correct vehicle type as specified in rule. The program is also required to have all vehicles used to transport children inspected by an ASE certified mechanic, FMCSA inspector or the State Highway patrol annually, and correct all repairs that are listed on the vehicle inspection report.

Finding: During the inspection, it was determined the program used a vehicle to transport children that was not approved and/or did not have a current annual vehicle inspection indicating the vehicle was mechanically safe.

The following was observed:

- The vehicle inspection was not updated annually.

Submit the program's corrective action plan, which includes either discontinuing the use of the vehicle, documentation for any new vehicle now being used to transport children, or a copy of the DCY 01230 "Vehicle Inspection Report for Child Care Centers", to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/11/2026

Other Non-Compliances

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

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.

Finding: In review of the staff records, it was determined that verification of a high school education for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements.

The following was observed:

- Verification of completion of a high school education was not on file.
- Documentation was incomplete.

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

Corrective Action Plan Due: 09/11/2026

Domain: **08 Staff Files**

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

Requirement: The program staff is required to have education documentation translated and shown as equivalent to a high school education.

Finding: In review of the staff records, it was determined that the child care staff member listed on the Employee Record Chart had educational information on file that could not be verified as recognized by the state board of education or the appropriate agency of another state or country as equivalent to the completion of a high school education. The rule requires a child care staff member to provide evidence of the completion of a high school education. Submit the program's corrective action plan, which includes a copy of the educational information and/or equivalency report, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/11/2026

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.

Finding: In review of the staff records, it was determined that child care staff member(s) did not meet the requirements for completing the online orientation training.

The following was observed:

• The training was not completed within 30 days of starting employment at the program as a child care staff member.

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

Corrective Action Plan Due: 09/11/2026

Domain: **08 Staff Files**

Rule: 5180:2-12-10 Health Training Requirements

Requirement: 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.

The following was observed:

• First aid training was not completed within ninety days of hire

• Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire

• The child abuse and neglect recognition and prevention training was expired

• The first aid training was expired

• 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: 09/11/2026

Domain: **09 Children's Files**

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

Requirement: The program is required to use a health care plan form that is equivalent to content to the DCY 01236

Finding: In review of the children's records, it was determined that the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" or equivalent form did not meet the requirements of the rule.

The following was observed:

• The form had not been updated as needed and at least annually.

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

Corrective Action Plan Due: 09/11/2026

Domain: **09 Children's Files**

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

Requirement: The program is required to have complete child immunization records on file.

Finding: In review of 25% of the children's records, it was determined that complete child immunization records were not on file, as required, for children listed on the DCY Children's Record Review for Child Care.

The following was observed:

• Immunization record(s) were not on file at the center within thirty days of the child's first day of attendance

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

Corrective Action Plan Due: 09/11/2026

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.

Finding: In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the DCY 01234 “Child Enrollment Form for Early Care and Education Programs” or equivalent form as required.

The following was observed as missing:

• Health information

• Additional information for all boxes checked “yes”

• Enrollment form for at least one child was not updated by either the parent or the administrator

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

Corrective Action Plan Due: 09/11/2026

Domain: **09 Children's Files**

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

Requirement: The program is required to use the appropriate form and retain current documentation to administer medications, medical foods and topical products. The program is also required to obtain separate documentation for each medication/product and child.

Finding: During the inspection, it was determined the program did not meet the requirements for administering medication to a child.

The following was observed:

• The prescription label had expired.

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

Corrective Action Plan Due: 09/11/2026

Domain: **08 Staff Files**
Rule: 5180:2-12-08 Child Care Staff Member Educational Requirements
Requirement:The program staff is required to have education documentation translated and shown as equivalent to a high school education.
Findings:In review of the staff records, it was determined that the child care staff member listed on the Employee Record Chart had educational information on file that could not be verified as recognized by the state board of education or the appropriate agency of another state or country as equivalent to the completion of a high school education. The rule requires a child care staff member to provide evidence of the completion of a high school education. Submit the program's corrective action plan, which includes a copy of the educational information and/or equivalency report, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

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.
Findings:In review of the staff records, it was determined that child care staff member(s) did not meet the requirements for completing the online orientation training.

The following was observed:
• The training was not completed within 30 days of starting employment at the program as a child care staff member.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

Domain: **08 Staff Files**
Rule: 5180:2-12-10 Health Training Requirements
Requirement: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.
Findings: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.

The following was observed:
• First aid training was not completed within ninety days of hire

- Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire
- The child abuse and neglect recognition and prevention training was expired
- The first aid training was expired
- 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: 09/11/2026

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:In review of the staff records, it was determined that verification of a high school education for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements.
The following was observed:
- Verification of completion of a high school education was not on file.
- Documentation was incomplete.

Submit the program's corrective action plan, which includes a copy of the education verification, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-15 Child Health Care Plans
Requirement:The program is required to use a health care plan form that is equivalent to content to the DCY 01236
Findings:In review of the children's records, it was determined that the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" or equivalent form did not meet the requirements of the rule.

The following was observed:
- The form had not been updated as needed and at least annually.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-15 Child Immunization Records
Requirement:The program is required to have complete child immunization records on file.
Findings:In review of 25% of the children's records, it was determined that complete child immunization records were not on file, as required, for children listed on the DCY Children's Record Review for Child Care.

The following was observed:
• Immunization record(s) were not on file at the center within thirty days of the child's first day of attendance

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

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:In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the DCY 01234 "Child Enrollment Form for Early Care and Education Programs" or equivalent form as required.

The following was observed as missing:
• Health information
• Additional information for all boxes checked "yes"
• Enrollment form for at least one child was not updated by either the parent or the administrator

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

Domain: **09 Children's Files**
Rule: 5180:2-12-25 2026 Medication Documentation
Requirement:The program is required to use the appropriate form and retain current documentation to administer medications, medical foods and topical products. The program is also required to obtain separate documentation for each medication/product and child.
Findings:During the inspection, it was determined the program did not meet the requirements for administering medication to a child.

The following was observed:
• The prescription label had expired.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/11/2026

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: 03 Postings & Equipment

Rule: 5180:2-12-16 Emergency Postings

Requirement: The program is required to post emergency phone numbers.

Findings: During the inspection, it was determined emergency numbers are not posted in all spaces used by children 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. (All telephone numbers should be specific. The contact telephone numbers cannot all be listed as 911 or the same telephone number.)

Domain: 08 Staff Files

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

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

Findings: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation.

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 are missing or incomplete in the OPR 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.

.

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: 10 Written Policies & Procedures

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

Domain: 10 Written Policies & Procedures

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

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
5180:2-12-02 License Visible	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-03 Inspection Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-12-04 Building Department Inspection	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 2/27/27

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: 43031805dcv Exp 3/1/27.

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
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
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 Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-11 Outdoor Play Fall Zones	Compliant	Documenting Statement: The protective material used under outdoor equipment was underlay under turf..

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
5180:2-12-13 Smoke Free Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation - Driver Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 First Aid/Standard Precautions	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 Management of Communicable Disease	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 Incident/Injury Reporting	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-17 Daily Schedule	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-17 Materials and Equipment	Compliant	

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

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

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

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-19 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-18 Attendance Records	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 Preparation and Nutritional Requirements	Compliant	

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

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

Rule	Status	Documenting Statement(s), If applicable

5180:2-12-23 Infant Daily Care	Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Safe Food Handling/Storage	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-24 Swimming and Water Safety Requirements	Not Applicable	

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

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	Compliant	

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

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-15 Child Record Requirements	Compliant	

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	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs - Placement	Compliant	

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: Appropriate diaper changing procedures were observed during the inspection in the Infant room(s).

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 2026 Diapering and Toilet Training - Supplies	Compliant	

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

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-25 2026 Medication Storage	Compliant	Documenting Statement: Medication was stored in the office.