Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: Pre School	Program Name: Trotwood-Madison Early Learning Center	Program Number: 1000020010
Address: 4400 N Union Rd Trotwood OH 45426		County: MONTGOMERY
Organization Name: Trotwood-Madison City	Org IRN: 048694	Site IRN: 028571

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 03/11/2025	Begin Time: 9:00 AM	End Time: 12:00 PM

The most recent written compliance reports and the program's corrective action plan shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the department

Note: All documented non-compliances are grouped as Serious, Moderate and Low risk violations. A serious risk non-compliance may impact a program's Step up to Quality rating.

Summary of Findings		
Number of Rules Verified: 133	Number of Rules with Non-Compliances: 5	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 4

Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). 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 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: 5180-37:04 Required background checks

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to meet the requirements as prescribed in section 3301.541 of the Revised Code and if applicable, rehabilitation criteria as described in rules 3301-20-01 and 3301-20-03 of the Administrative Code.

Findings: During the inspection and review of staff files, individuals used in ratio did not have evidence of criminal background checks that meet the requirements.

Corrective Action Plan Due: 04/10/2025

Low Risk Non-Compliances

Domain: **08 Staff Files**

Rule: 5180-37:04 Individuals used in ratio

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in the ratio is obligated to have required documentation on file.

Findings: During the inspection and a review of staff files, individuals used in ratio did not have documentation to meet requirements.

Domain: **08 Staff Files**

Rule: 5180-37:04 Orientation training

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of the required orientation training prescribed by the department completed within thirty days of the start date.

Domain: **08 Staff Files**

Rule: 5180-37:04 Non-guilty non-conviction statement

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have a signed non-guilty non-conviction statement on a prescribed form signed annually.

Findings: During the inspection and review of staff files, individuals used in ratio did not have a non-guilty non-conviction statement signed annually.

Domain: **08 Staff Files**

Rule: 5180-37:04 Staff Medical statement

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in ratio is obligated to have evidence of a signed medical statement on or before the first day of employment.

Findings: During the inspection and review of staff files, individuals used to count in ratio did not have evidence of a signed medical statement on or before the first day of employment.

Rules in Compliance/Not Verified	
Rule: 5180-37:03 Written philosophy and goals	*Not Verified*
Rule: 5180-37:02 Parent handbook	*Compliant*
Rule: 5180-37:03 Developmental progress and parent teacher conferences	*Compliant*
Rule: 5180-37:03 Written curriculum adopted and aligned	*Compliant*
Rule: 5180-37:02 Written compliance report posted	*Compliant*
Rule: 5180-37:04 Program operation	*Not Verified*
Rule: 5180-37:04 Staff Non-Discrimination	*Not Verified*
Rule: 5180-37:03 Daily Schedule	*Compliant*
Rule: 5180-37:03 Nap/Rest-Time Requirements	*Compliant*

Rule: 5180-37:04 Director onsite fifty percent of operating hours	*Compliant*
Rule: 5180-37:04 Staff supervision	*Not Verified*
Rule: 5180-37:04 Director qualifications	*Compliant*
Rule: 5180-37:04 Director responsibilities	*Compliant*
Rule: 5180-37:04 Administrator rules training	*Compliant*
Rule: 5180-37:04 Lead teacher assigned	*Compliant*
Rule: 5180-37:04 Public preschool general education teacher requirements	*Compliant*
Rule: 5180-37:04 Special education teacher requirements	*Compliant*
Rule: 5180-37:04 Annual in-service requirements	*Compliant*
Rule: 5180-37:04 Staff minimum requirements	*Compliant*
Rule: 5180-37:04 Staff with required health and safety trainings	*Compliant*
Rule: 5180-37:04 Background check updates	*Compliant*
Rule: 5180-37:04 Second adult requirements	*Compliant*
Rule: 5180-37:04 Staff/child ratio maintained at all times	*Compliant*
Rule: 5180-37:04 Licensed staff in-service requirement	*Compliant*
Rule: 5180-37:04 Ratio and Group size: General education or co-taught classroom	*Compliant*
Rule: 5180-37:04 Nap/rest time ratio requirements	*Compliant*
Rule: 5180-37:04 Preschool special education law requirements	*Compliant*
Rule: 5180-37:04 Ratio and Group size: Special education classroom	*Compliant*

Rule: 5180-37:04 Ratio and Group size: Integrated classroom	*Compliant*
Rule: 5180-37:04 Approved trainer requirements	*Compliant*
Rule: 5180-37:04 Intervention specialist caseload	*Compliant*
Rule: 5180-37:05 Outdoor play space	*Compliant*
Rule: 5180-37:05 Center cleaning and sanitizing	*Compliant*
Rule: 5180-37:05 Phone available	*Compliant*
Rule: 5180-37:05 Safe play space available	*Compliant*
Rule: 5180-37:05 Play space free of hazards	*Compliant*
Rule: 5180-37:05 Exclusive use of preschool space	*Compliant*
Rule: 5180-37:06 Safe and sanitary equipment and materials	*Compliant*
Rule: 5180-37:05 Square footage and maximum capacity	*Compliant*
Rule: 5180-37:05 Annual fire inspection	*Compliant*
Rule: 5180-37:05 Children supervised during travel times	*Compliant*
Rule: 5180-37:05 Public access areas	*Compliant*
Rule: 5180-37:05 Ratio maintained at all times	*Compliant*
Rule: 5180-37:05 Electrical outlets	*Compliant*
Rule: 5180-37:05 Smoking prohibited	*Compliant*
Rule: 5180-37:06 Adequate first-aid supplies	*Compliant*
Rule: 5180-37:06 Materials selected independently	*Compliant*

Rule: 5180-37:06 Cleaning and sanitizing supplies	*Compliant*
Rule: 5180-37:05 Indoor space minimum requirements	*Compliant*
Rule: 5180-37:06 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 5180-37:06 Cot or Mat requirements	*Compliant*
Rule: 5180-37:06 Protective Mats	*Compliant*
Rule: 5108-37:06 Furniture and equipment	*Compliant*
Rule: 5180-37:07 Governing body written policies	*Not Verified*
Rule: 5180-37:07 Program policies and procedures	*Not Verified*
Rule: 5180-37:07 Appropriate policies for children	*Not Verified*
Rule: 5180-37:07 Staff policies	*Not Verified*
Rule: 5180-37:07 Emergency numbers posting	*Compliant*
Rule: 5180-37:07 Developmentally appropriate program planning	*Not Verified*
Rule: 5180-37:07 Policies address children's cumulative records	*Not Verified*
Rule: 5180-37:07 Admission procedures	*Not Verified*
Rule: 5180-37:07 Health and safety procedures	*Not Verified*
Rule: 5180-37:07 Organized school health services	*Not Verified*
Rule: 5180-37:07 Emergency procedure postings and records	*Compliant*
Rule: 5180-37:07 Immunization records and emergency medical authorization requirements	*Not Verified*

Rule: 5180-37:07 Parent Roster	*Not Verified*
Rule: 5180-37:07 Behavior management/discipline policy requirements	*Not Verified*
Rule: 5180-37:07 Communicable Disease Policy requirements	*Not Verified*
Rule: 5180-37:07 Transportation and field trip policies	*Not Verified*
Rule: 5180-37:07 Unlimited parent access	*Not Verified*
Rule: 5180-37:07 Offsite swimming policy requirements	*Not Verified*
Rule: 5180-37:07 Parent Roster permission	*Not Verified*
Rule: 5180-37:07 Safe sleep policy	*Not Verified*
Rule: 5180-37:07 Medical and dental emergency procedure posting	*Compliant*
Rule: 5180-37:07 Swimming policy	*Not Verified*
Rule: 5180-37-08 List of allergies and treatment	*Compliant*
Rule: 5180-37:04 Fluoride supplements	*Not Verified*
Rule: 5180-37:07 First-aid Facilities and Materials	*Compliant*
Rule: 5180-37:07 Handwashing and disposable towels or air hand dryer available	*Compliant*
Rule: 5180-37-08 Family Educational Rights and Privacy Act	*Not Verified*
Rule: 5180-37:07 Supervising grounds, play areas, and other facilities	*Not Verified*
Rule: 5180-37:07 Written medication policy requirements	*Not Verified*
Rule: 5180-37:07 Written procedures for incident and injury reporting	*Not Verified*
Rule: 5180-37:07 Parent permission for topical products	*Not Verified*

Rule: 5180-37-08 Immunization records	*Compliant*
Rule: 5180-37-08 List of prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements	*Compliant*
Rule: 5180-37-08 List of chronic physical problems and history of hospitalization	*Compliant*
Rule: 5180-37-08 List of child diseases	*Compliant*
Rule: 5180-37-08 Names and telephone numbers of physician and dentist	*Compliant*
Rule: 5180-37-08 Emergency medical and dental care transportation	*Compliant*
Rule: 5180-37-08 Daily attendance records	*Compliant*
Rule: 5180-37-08 Injury report	*Compliant*
Rule: 5180-37-08 McKinney-Vento Homeless Assistance Act	*Compliant*
Rule: 5180-37-08 Cumulative record requirements	*Compliant*
Rule: 5180-37-08 Child medical signed by licensed physician	*Compliant*
Rule: 5180-37-08 Medication authorization	*Compliant*
Rule: 5180-37:09 Food license	*Compliant*
Rule: 5180-37:09 Menus	*Compliant*
Rule: 5180-37:09 Choice of two required food groups for snack	*Compliant*
Rule: 5180-37:09 Modified diet accommodations	*Compliant*
Rule: 5180-37:09 Snack service time	*Compliant*
Rule: 5180-37:09 Nutritious snack choices provided to parents	*Compliant*

Rule: 5180-37:09 Screen time during meal or snack time	*Compliant*
Rule: 5180-37:09 Snack nutritional requirements	*Compliant*
Rule: 5180-37:09 Snacks and meals to children attending four or more hours	*Compliant*
Rule: 5180-37:11 Communicable disease chart posted	*Compliant*
Rule: 5180-37:10 Reporting abuse policy	*Not Verified*
Rule: 5180-37:11 Communicable disease policy: Training staff	*Not Verified*
Rule: 5180-37:10 Staff responsibility for discipline	*Not Verified*
Rule: 5180-37:11 Communicable Disease Policy: Exposure to a communicable disease	*Not Verified*
Rule: 5180-37:10 Discipline restrictions	*Not Verified*
Rule: 5180-37:11 Communicable Disease Policy: Readmitting an ill child	*Not Verified*
Rule: 5180-37:11 Communicable Disease Policy: Ill child isolation requirements	*Not Verified*
Rule: 5180-37:09 Policy regarding providing food when parent does not provide it	*Not Verified*
Rule: 5180-37:11 Communicable Disease Policy: Parent notification of illness	*Not Verified*
Rule: 5180-37:12 Soiled diapers storage/laundering	*Compliant*
Rule: 5180-37:10 Discipline policy ensures well being of individuals	*Not Verified*
Rule: 5180-37:10 Written discipline policy requirements	*Not Verified*
Rule: 5180-37:10 Staff receive discipline policy	*Not Verified*

Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Not Verified*
Rule: 5180-37:10 Discipline policy/ behavior management communication and written consent to parent	*Not Verified*
Rule: 5180-37:11 Communicable Disease Policy: Symptoms of illness for isolation	*Not Verified*
Rule: 5180-37:11 Children observed for communicable disease upon	*Compliant*
Rule: 5180-37:11 Communicable Disease Policy: Mildly ill child	*Not Verified*
Rule: 5180-37:12 Diapering requirements	*Compliant*
Rule: 5180-37:12 Diaper storage	*Compliant*
Rule: 5180-37:08 Child medical statement	*Compliant*