Department of Children & Youth

Family Child Care Complaint Inspection Summary 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 Sunshine Friends Family Home Child Care	Program Number 2190020983	Program Type FCC - Type B Home
Address 2007 East 43rd street Ashtabula OH 44004		County ASHTABULA

Inspection Information			
Inspection Type Complaint		Inspection Scope Partial	Inspection Notice Unannounced
Reviewer(s) Christina Conley	Inspection Day 08/26/2025	Begin Time 10:00 AM	End Time 10:30 AM
Reviewer(s) Julie Tenney	Inspection Day 08/26/2025	Begin Time 10:00 AM	End Time 10:30 AM
Reviewer(s) Christina Conley	Inspection Day 09/08/2025	Begin Time 12:06 PM	End Time 12:07 PM

Summary of Findings				
No. Rules Verified 6	No. Rules with Non-compliances 5	No. Serious Risk 2	No. Moderate Risk 1	No. Low Risk 3

Staff-Child Ratios at the Time of Inspection			
Group	**Age Group/Range**	**Ratio Observed**	**Comment**
Sunshine Friends	Mixed Age Group	1 to 3	

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Complaint Allegations

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.

Domain: 08 Staff Files

Rule: 5180:2-13-09 Background Checks
Code: The program is required to not hire or terminated ineligible individuals.

Allegation: Resident over 18 years/Not Requested

Determination: Substantiated

Findings: During the inspection, it was determined that the resident, employee, child care staff member or substitute child care staff member listed on the Employee Record Chart, was not eligible to be employed as noted in number 1 below:

1. The Individual had a JFS 01176 "Program Notification of Background Check Review for Child Care" on file stating the individual was not eligible for employment and/or residency, and the program allowed the individual to reside in the home and/or remain employed.
2. The JFS 01178 "Request for Review of Background Check Decision for Child Care" had been submitted for the individual(s) and the program allowed the individual to be on-site during the review by ODJFS.

The individual must be immediately released from the program. Rule 5180:2-13-03 requires the program to notify parents when a serious risk non-compliance is cited. The notification must inform parents of the serious risk non-compliance and include the Department of Children and Youth website and location of further information regarding the determination. Submit the program's corrective action plan, which includes a statement the individual is no longer employed or residing in the home, or a copy of the updated JFS 01176, to verify compliance with the requirements of this rule.

Risk Level: Serious

Corrective Action Plan Due: 09/20/2025

Domain: 08 Staff Files

Rule: 5180:2-13-07 Provider Responsibilities
Code: The program is required to notify the county agency of any change in the household composition.

Allegation: Notify of New Household Member/Individual Staying in Home

Determination: Substantiated

Findings: During the inspection, it was determined the provider did not update OCLQS as noted in the following numbers 1 below:

1. A change in household composition including someone joining the household or leaving the household within five calendar days.
2. An individual staying in the home for more than ten consecutive calendar days.

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

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Risk Level: Low

Corrective Action Plan Due: 10/15/2025

Summary of Additional Non-Compliances

Serious Risk Non-Compliances

Domain: 00 License & Approvals

Rule: 5180:2-13-03 Inspection Requirements
Code: The provider is required to refrain from falsifying information.

Findings: During the inspection, it was determined that the provider provided false information, in that when questioned on who was currently present in the home, a person was omitted. Rule 5180:2-13-03 requires the program to notify parents when a serious risk non-compliance is cited. The notification must inform parents of the serious risk non-compliance and include the Department of Children and Youth website and location of further information regarding the determination. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/01/2025

Moderate Risk Non-Compliances

Domain: 02 Safe & Sanitary Environment

Rule: 5180:2-13-12 Safe Environment
Code: The program is required to refrain from using and storing potentially hazardous items, toxic substances, and outdoor machinery around children.

Findings: During the inspection, a potentially hazardous item or toxic substance was used or stored where children present had access to it as noted in number 2 below. The potentially hazardous substance or item that posed a risk to children was determined to be accessible to children in the kitchen.

1. Bleach.
2. Cleaning agent.
3. Fish tank chemicals.
4. Gasoline.
5. Pesticide.
6. Poison, including insect/rodent poison.

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7. Flammable substance.
8. Windshield washer fluid.
9. Aerosol cans.
10. A lawn mower.
11. A weed trimmer.
12. Hedge trimmers.
13. A snow blower.
14. Other potentially hazardous substance, equipment or machinery: [ ].

Provide staff training. Submit the program's corrective action plan, which includes a statement that the potentially hazardous substance or item is no longer accessible to children and/or children will not be outside when machinery is in use and a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/26/2025

Low Risk Non-Compliances

Domain: 02 Safe & Sanitary Environment

Rule: 5180:2-13-12 Safe Environment
Code: The program is required to anchor and amount gates that are free from entrapment and are the approved style.

Findings: During the inspection, it was determined the gates used were not safe as noted in number 5 below:

1. Anchored;
2. Mounted;
3. Free of Entrapment;
4. The Approved Style;
5. Other: gate was not being used, allowing children access to the stairway/upstairs area.

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

Corrective Action Plan Due: 09/26/2025

Domain: 08 Staff Files

Rule: 5180:2-13-07 Staff Records
Code: The provider is required to maintain current employee, child care staff members and resident records in the Ohio Professional Registry.

Findings: During the inspection, it was determined that employment records in the Ohio Professional Registry (OPR) were not created or maintained as noted in number 9 below:
1. The provider had not created or updated their individual profile in the OPR.
2. The provider had not created or updated the program's organizational dashboard in the OPR.

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3. At least one employee, child care staff member, or substitute child care staff member had not created or updated their individual profile in the OPR.
4. At least one employee, child care staff member, or substitute child care staff member had not created an employment record in the OPR for the program on or before the first day of employment, including date of hire.
5. At least one employee, child care staff member, or substitute child care staff member had not updated changes to positions or roles in the OPR within five calendar days of the change.
6. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's scheduled days and hours changed.
7. The program's organizational dashboard in the OPR was not updated within five business days when at least one employee, child care staff member, or substitute child care staff member's group assignments changed, if applicable.
8. The program's organizational dashboard in the OPR was not updated with the employment end date within five business days when at least one employee, child care staff member, or substitute child care staff member ended employment.
9. At least one resident over the age of eighteen had not created a profile and employment record for the family child care provider within five days of becoming a resident or turning eighteen.
10. The program's organizational dashboard in the OPR was not updated within five calendar days of a change in residency for at least one resident over the age of eighteen.
11.Other: []
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/26/2025