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 TUTOR TIME CHILD CARE/LEARNING CENTER	Program Number 000000307018	Program Type Child Care Center
Address 19880 WEST 130TH STREET STRONGSVILLE OH 44136		County CUYAHOGA

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 09/17/2026	Begin Time 8:45 AM	End Time 4:15 PM	Reviewer: Kathryn Noftz

Summary of Findings			
No. Requirements Verified 66	No. Requirements with Non-compliances 21		No. Requirements Compliant 41
No. Serious Risk 0	No. Moderate Risk Findings 3	No. Other Non-compliance Findings 21	No. Technical Assistance Provided 2

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		8	0	8
Total Under 2 ½ Years	33	18	0	18
Older Toddler		10	0	10
Preschool		36	4	40
School Age		0	2	2
Total Capacity/Enrollment	175	46	6	70

Ohio Department of Children & Youth

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Infant 1/Infant 2	0 to < 12 months	3 to 9	In Compliance	1130am
Infant 1/Infant 2	0 to < 12 months	3 to 8	In Compliance	850am
Infant 1/Infant 2	0 to < 12 months	2 to 7	In Compliance	320pm
Toddler 1	12 months to < 18 months	1 to 5	In Compliance	1130am-Lunch
Toddler 1	12 months to < 18 months	1 to 3	In Compliance	850am
Toddler 1	12 months to < 18 months	1 to 5	In Compliance	320pm
Twos	18 months to < 30 months	1 to 6	In Compliance	850am
Twos	18 months to < 30 months	1 to 6	In Compliance	1130am-Lunch
Twos	18 months to < 30 months	1 to 6	In Compliance	320pm
Early Preschool	30 months to < 36 months	1 to 6	In Compliance	1130am-Lunch
Early Preschool	30 months to < 36 months	1 to 5	In Compliance	850am
Early Preschool	30 months to < 36 months	1 to 5	In Compliance	320pm
Pre-K	4 years to < 5 years	2 to 17	In Compliance	320pm-Outside
Pre-K	4 years to < 5 years	1 to 8	In Compliance	1130am-Lunch
Junior K/School age	3 years to < 4 years	1 to 9	In Compliance	1130am-Lunch
Junior K/School age	School-Age to < 11 years	1 to 2	In Compliance	845am- Bus
Preschool	3 years to < 4 years	1 to 11	In Compliance	850am
Preschool	3 years to < 4 years	1 to 12	In Compliance	1130am-Lunch
Preschool	3 years to < 4 years	1 to 11	In Compliance	320pm

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:

- No vehicle inspection was on file

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: 10/24/2026

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:

- Two individuals DCY 1176 (background checks) were expired.

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: 10/24/2026

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:

- The form on file was missing all the signatures on pg 3 (parent permission and trained staff members)

- Plans were not updated annually

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: 10/24/2026

Other Non-Compliances

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

Domain: **00 License & Approvals**

Rule: 5180:2-12-02 Current Information

Requirement: The rule requires the program to keep their information current in the Ohio statewide licensing system.

Finding: During the inspection, it was determined that information was not up to date in the Ohio statewide licensing system.

The following information was not current:

- Services information was not current.

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

Corrective Action Plan Due: 10/24/2026

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 4/10/2026. 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: 10/24/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-13 Handwashing Requirements

Requirement: The program is required to have all staff and children wash their hands as outlined in rule.

Finding: During the inspection, it was determined that handwashing requirements were not followed as required in rule.

The following was observed:

- Child did not wash hands after a diaper change. (Infants)

- Staff did not wash hands after using sanitizer/cleaning solution. (Infants)

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

Corrective Action Plan Due: 10/24/2026

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:

- Unsanitary toilets Pre-K and Junior K

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: 10/24/2026

Domain: **04 Indoor/Outdoor Space**

Rule: 5180:2-12-11 Outdoor Play Fall Zones

Requirement: The program is required to provide fall zones around equipment to prevent injury if a child were to fall.

Finding: During the inspection, it was determined the fall zone under and around equipment designated for climbing, swinging, balancing and sliding did not meet the requirements.

The following was observed:

- Fall surface(mulch) needed redistributed/ raked
- Roots were sticking out of the mulch causing a tripping hazard.
- The fall zone between the swings and the climbers was less than nine feet.
- The fall zone between the climber and the fence was less than six feet.

The program is required to provide adequate fall zones under and around outdoor play equipment at all times. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/24/2026

Domain: **05 Health & Safety**

Rule: 5180:2-12-22 Specialized Diets

Requirement: The program is required to obtain written approval from a licensed physician if a child is to have a food group eliminated from their diet.

Finding: During the inspection, it was determined that an entire food group was eliminated for a child, and written instructions from a licensed physician were not file. Refer to the Children Record Review for the names of children who do not have these instructions on file. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/24/2026

Domain: **06 Program Information**

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

Requirement: The program is required to have all drivers be an employee of the program, a public transportation driver, or employed by a contracted transportation service company and retain a copy of all licenses for drivers employed by the program.

Finding: During the inspection, it was determined that the requirements for drivers was not met.

The following was observed:

- Driver did not complete the required drivers training.

Remove this individual from transporting children until the requirements are met.

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

Corrective Action Plan Due: 10/24/2026

Domain: **06 Program Information**

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

Requirement: The program is required to complete and document weekly inspections of vehicles used to transport children.

Finding: During the inspection, it was determined that the program had not performed and/or documented weekly inspections of vehicles used for transporting children. The records were unavailable.

Submit the program's corrective action plan, which includes a copy of the documented weekly inspection of vehicles, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/24/2026

Domain: **07 Diapering & Infant Care**

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

Requirement: 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.

The following was observed:

- Feeding instructions were not on file

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

Corrective Action Plan Due: 10/24/2026

Domain: **07 Diapering & Infant Care**

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

Requirement: The program staff is required to prepare bottles in a safe and sanitary manner, shake the contents of the bottle, and test the temperature of the bottle before serving. Frozen breast milk must be thawed under cold running water or in the refrigerator.

Finding: During the inspection, it was determined that a bottle was not prepared appropriately.

The following was observed:

- Water used to warm bottles was not being temped.

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

Corrective Action Plan Due: 10/24/2026

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:

- Three staff members did not complete orientation as required.

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

Corrective Action Plan Due: 10/24/2026

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.

Finding: In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement.

The following was observed:

- Six staff members did not complete the required annual PD hours.

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

Corrective Action Plan Due: 10/24/2026

Domain: **08 Staff Files**

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

Requirement: The program is required to maintain a current DCY 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.

Finding: In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart.

The following was observed:

- An individual had a DCY 1177 on file instead of the DCY 1176

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 10/24/2026

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 tuberculosis (TB) screening prior to the first day of employment.

Finding: In review of the staff records, it was determined that the tuberculosis (TB) screening did not meet the requirement.

The following was observed:

- Four staff members did not have TB screening on file.

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

Corrective Action Plan Due: 10/24/2026

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:

- Individuals were not end dated in the OPR

- Individuals were not tied to the program dashboard in the OPR.

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

Corrective Action Plan Due: 10/24/2026

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:

- Current first aid was not on file for seven staff members.

- Current CPR was not on file for five staff members.

- Current child abuse was not on file for three staff members.

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: 10/24/2026

Domain: **08 Staff Files**

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

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

Finding: In review of the staff records, it was determined that the immunization records did not meet the requirement.

The following was observed:

- Three staff members did not have immunization records on file.

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

Corrective Action Plan Due: 10/24/2026

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.

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:

- Two staff did not have education verification on file.

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: 10/24/2026

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:

- Medication was expired

- RX was expired and current physician permission was not on file

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

Corrective Action Plan Due: 10/24/2026

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 records were not updated every 13 months for three children.

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

Corrective Action Plan Due: 10/24/2026

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:

- No annual update for four children.

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

Corrective Action Plan Due: 10/24/2026

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.
Findings:During the inspection, it was determined the program had not responded to the non-compliances addressed in the inspection report dated 4/10/2026. 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: 10/24/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-13 Handwashing Requirements
Requirement:The program is required to have all staff and children wash their hands as outlined in rule.
Findings:During the inspection, it was determined that handwashing requirements were not followed as required in rule.

The following was observed:

- Child did not wash hands after a diaper change. (Infants)
- Staff did not wash hands after using sanitizer/cleaning solution. (Infants)

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- Unsanitary toilets Pre-K and Junior K

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: 10/24/2026

Domain: **04 Indoor/Outdoor Space**
Rule: 5180:2-12-11 Outdoor Play Fall Zones
Requirement:The program is required to provide fall zones around equipment to prevent injury if a child were to fall.
Findings:During the inspection, it was determined the fall zone under and around equipment designated for climbing, swinging, balancing and sliding did not meet the requirements.

The following was observed:

- Fall surface(mulch) needed redistributed/ raked
- Roots were sticking out of the mulch causing a tripping hazard.
- The fall zone between the swings and the climbers was less than nine feet.
- The fall zone between the climber and the fence was less than six feet.

The program is required to provide adequate fall zones under and around outdoor play equipment at all times. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

Domain: **05 Health & Safety**
Rule: 5180:2-12-22 Specialized Diets
Requirement:The program is required to obtain written approval from a licensed physician if a child is to have a food group eliminated from their diet.
Findings:During the inspection, it was determined that an entire food group was eliminated for a child, and written instructions from a licensed physician were not file. Refer to the Children Record Review for the names of children who do not have these instructions on file. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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.
Findings: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:

- No vehicle inspection was on file

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: 10/24/2026

Domain: **06 Program Information**
Rule: 5180:2-12-14 Transportation - Driver Requirements
Requirement:The program is required to have all drivers be an employee of the program, a public transportation driver, or employed by a contracted transportation service company and retain a copy of all licenses for drivers employed by the program.
Findings:During the inspection, it was determined that the requirements for drivers was not met.

The following was observed:

- Driver did not complete the required drivers training.

Remove this individual from transporting children until the requirements are met.
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

Domain: **06 Program Information**
Rule: 5180:2-12-14 Transportation - Vehicle Requirements
Requirement:The program is required to complete and document weekly inspections of vehicles used to transport children.
Findings:During the inspection, it was determined that the program had not performed and/or documented weekly inspections of vehicles used for transporting children. The records were unavailable.

Submit the program's corrective action plan, which includes a copy of the documented weekly inspection of vehicles, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

Domain: **07 Diapering & Infant Care**
Rule: 5180:2-12-23 Infant Bottle and Food Preparation
Requirement:The program is required to obtain written instructions from parents regarding feeding their infant.

Findings:During the inspection, it was determined that written instructions for feeding the infants noted on the Children Record Review were missing information.
The following was observed:

- Feeding instructions were not on file
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

Domain: **07 Diapering & Infant Care**
Rule: 5180:2-12-23 Infant Bottle and Food Preparation
Requirement:The program staff is required to prepare bottles in a safe and sanitary manner, shake the contents of the bottle, and test the temperature of the bottle before serving. Frozen breast milk must be thawed under cold running water or in the refrigerator.
Findings:During the inspection, it was determined that a bottle was not prepared appropriately.
The following was observed:

- Water used to warm bottles was not being temped.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- Individuals were not end dated in the OPR
- Individuals were not tied to the program dashboard in the OPR.
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- Three staff members did not complete orientation as required.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- Current first aid was not on file for seven staff members.
- Current CPR was not on file for five staff members.
- Current child abuse was not on file for three staff members.

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: 10/24/2026

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:

- Two individuals DCY 1176 (background checks) were expired.

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: 10/24/2026

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:

- Two staff did not have education verification on file.

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: 10/24/2026

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 tuberculosis (TB) screening prior to the first day of employment.
Findings:In review of the staff records, it was determined that the tuberculosis (TB) screening did not meet the requirement.

The following was observed:

- Four staff members did not have TB screening on file.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:In review of the staff records, it was determined that at least one child care staff member did not meet the annual professional development requirement.
The following was observed:

- Six staff members did not complete the required annual PD hours.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

Domain: **08 Staff Files**

Rule: 5180:2-12-09 Background Check Requirements
Requirement:The program is required to maintain a current DCY 01176 "Program Notification of Background Check Review for Child Care" on file for each staff.
Findings:In review of the staff records, it was determined that background check requirements had not been followed, for the individual(s) listed on the Employee Record Chart.

The following was observed:

- An individual had a DCY 1177 on file instead of the DCY 1176

Submit the program's corrective action plan, which includes a statement that the correct form is now on file, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:In review of the staff records, it was determined that the immunization records did not meet the requirement.

The following was observed:

- Three staff members did not have immunization records on file.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- The form on file was missing all the signatures on pg 3 (parent permission and trained staff members)

- Plans were not updated annually

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: 10/24/2026

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:

- Medication was expired
- RX was expired and current physician permission was not on file

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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 records were not updated every 13 months for three children.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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:

- No annual update for four children.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 10/24/2026

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: 05 Health & Safety

Rule: 5180:2-12-16 Management of Communicable Disease

Requirement: The program is required to post the DCY 08087 "Ohio Communicable Disease Chart".

Findings: During the inspection, it was determined the Communicable Disease chart is not posted 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
5180:2-12-02 License Visible	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 10-17-26.

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: FSO-1832431, 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
5180:2-12-11 Indoor Space Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-11 Outdoor Space Requirements	Compliant	Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-11 Outdoor Play Equipment	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 Smoke Free Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation and Field Trip Procedures	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 Incident/Injury Reporting	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-16 Emergency Preparedness and Response Plan	Not Verified	

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

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
5180:2-12-17 Daily Outdoor Play	Compliant	

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 Postings	Compliant	

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 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
5180:2-12-23 Diapering and Toilet Training - Practices	Compliant	

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

5180:2-12-25 2026 Medication Storage	Compliant