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<br>Lima Academy Lerning center | Program Number<br>000000400256 | Program Type<br>Child Care Center |
| Address<br>4121 WEST BROAD COLUMBUS<br>OH<br>43228 | | County<br>FRANKLIN |

| Inspection Information | | | |
|---|---|---|---|
| Inspection Type<br>Annual | Inspection Scope<br>Full | Inspection Method<br>On-site Inspection | Inspection Notice<br>Unannounced |
| Inspection Date<br>08/20/2026 | Begin Time<br>1:00 PM | End Time<br>7:30 PM | Reviewer:<br>BEVERLY JAMES |

| Summary of Findings | | | |
|---|---|---|---|
| No. Requirements Verified<br>67 | No. Requirements with Non-compliances<br>23 | | No. Requirements Compliant<br>36 |
| No. Serious Risk<br>0 | No. Moderate Risk Findings<br>3 | No. Other Non-compliance Findings<br>26 | No. Technical Assistance Provided<br>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) | | 17 | 0 | 17 |
| Young Toddler | | 19 | 0 | 19 |
| **Total Under 2 ½ Years** | 40 | 36 | 0 | 36 |
| Older Toddler | | 0 | 0 | 0 |
| Preschool | | 37 | 0 | 37 |
| School Age | | 0 | 50 | 50 |
| **Total Capacity/Enrollment** | 89 | 37 | 50 | 123 |

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| Staff-Child Ratios at the Time of Inspection | | | | |
|---|---|---|---|---|
| **Group** | **Age Group/Range** | **Ratio Observed** | **Compliance** | **Comment** |
| Preschool | 3 years to < 4 years | 2 to 13 | In Compliance | 12:50 |
| Preschool | 3 years to < 4 years | 1 to 9 | In Compliance | 2:45 |
| School Age | School-Age to < 11 years | 1 to 5 | In Compliance | 2:45 |
| School Age | School-Age to < 11 years | 1 to 15 | In Compliance | 4:50 |
| School Age | 4 years to < 5 years | 1 to 3 | In Compliance | Preschool and School Age 12:50 |
| Infant | 18 months to < 30 months | 1 to 4 | In Compliance | 2:45 |
| Infant | 18 months to < 30 months | 2 to 8 | In Compliance | nap 12:50 |
| Toddler | 12 months to < 18 months | 2 to 5 | In Compliance | 2:45 |
| Toddler | 0 to < 12 months | 2 to 8 | In Compliance | 12:50 nap |

## 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**

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## 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**: **01 Ratio & Supervision**

Rule: 5180:2-12-19 Supervision

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

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

The following was observed:

• Child(ren) were left unattended without staff members maintaining situational awareness more than once. (School Age/Preschool teacher was on phone in lobby when licensing specialist arrived and children where in their classroom. The teacher also left the classroom when specialist was in the classroom.)

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

Corrective Action Plan Due: 09/26/2026

**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:

• The request for a background check for child care was not submitted in the OPR.

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: 10/01/2026

**Domain**: **08 Staff Files**

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

Requirement: The program is required to have documentation from DCY, indicating the individual is eligible to be employed in child care, on file before allowing the staff to have sole responsibility of children.

Finding: During the inspection, it was determined that child care staff member(s) had sole responsibility of children in the Toddler group(s) and neither a preliminary approval nor the DCY 01176 "Program Notification of Background Check Review for Child Care" were on file as required.

Submit the program's corrective action plan, which includes a copy of the DCY 01176 or a statement that the child care staff member(s) no longer have sole responsibility of children, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/26/2026

## 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:

- Days and hours of operation

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **01 Ratio & Supervision**

Rule: 5180:2-12-18 Attendance Records

Requirement: The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the original attendance record at the center for a period of one year.

Finding: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record.

The following was observed:

• The record did not include the birth date of at least one child.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **01 Ratio & Supervision**

Rule: 5180:2-12-18 Attendance Records

Requirement: The program is required to have a method for tracking the children in each group. The tracking method must be updated throughout the day and kept with the group at all times.

Finding: During the inspection, it was determined that the method for tracking children in each group did not meet the requirements of the rule.

The following was observed:

• There was no method in place.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-20 Cots and Napping - Equipment and Environment

Requirement: The program is required to provide sufficient lighting when the children rest, nap, or sleep.

Finding: During the inspection, it was determined that the area used when children rest, nap or sleep was not lighted sufficiently to allow child care staff visual supervision of the children 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: 09/26/2026

**Domain**: **02 Safe & Sanitary Environment**

Rule: 5180:2-12-12 Safe Equipment

Requirement: The program is required to use equipment, that is safe and hazard free, according to the manufacturer's guidelines. Fans, air conditioners, heat pumps, and space heaters must be inaccessible to children. The program is required to refrain from using trampolines, ball pits and inflatable equipment intended for climbing and bouncing, including but not limited to slides and bounce houses.

Finding: During the inspection, equipment was determined to be unsafe, hazardous to children, or in need of repair.

The following was observed:

• The straps were attached, but were not used on the changing table.

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

Corrective Action Plan Due: 09/26/2026

**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:

• Diaper changing stations were not cleaned and sanitized between use.

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: 09/26/2026

**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:

• At least one staff/child did not wash their hands after each diaper change or pull-up change.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **03 Postings & Equipment**

Rule: 5180:2-12-16 Emergency Postings

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

Finding: During the inspection, it was determined that emergency phone numbers were not posted, readily in view in each classroom and other spaces used by the children.

The following was observed:

• Phone numbers did not include the seven digit backup numbers as well as the area code if the code must be dialed to complete the call.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **03 Postings & Equipment**

Rule: 5180:2-12-16 Emergency Postings

Requirement: The program is required to post the fire and weather plans.

Finding: During the inspection, it was determined that the fire and/or weather alert plans did not meet the requirement of the rule.

The following was observed:

2. Weather alert plan was missing details.

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

Corrective Action Plan Due: 09/26/2026

**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:

• All loose fill materials were not raked to retain their proper distribution, shock-absorbing properties and to remove foreign material.

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: 09/26/2026

**Domain**: **04 Indoor/Outdoor Space**

Rule: 5180:2-12-11 Outdoor Space Requirements

Requirement: The program is required to have an outdoor play space free from trash and foreign objects.

Finding: During the inspection, it was determined that the outdoor play space was not free of conditions that pose a risk of harm to children.

The following was observed:

• The outdoor area was littered with trash.

• There was a bag of trash laying by the door to the playground

• The door to the playground was rusted and disintegrated. The metal was bent upwards with sharp edges exposed.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**

Rule: 5180:2-12-22 Safe Food Handling/Storage

Requirement: The program is required to refrain from serving food on bare tables.

Finding: During the inspection, it was determined that food was served on bare tables for the toddler and infant group. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**

Rule: 5180:2-12-16 Emergency Drills

Requirement: The program is required to complete fire drills, weather drills, and emergency/lockdown drills appropriately.

Finding: During the inspection, it was determined that the required drills were not completed.

The following was observed as not being complete:

• Monthly fire drills.

• Monthly weather emergency drills (March through September).

• Emergency/lockdown drills in each quarter of the calendar year.

Program had documented that the drills were completed on days that fell on the weekend and the program is not open on the weekends.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**

Rule: 5180:2-12-22 Safe Food Handling/Storage

Requirement: The program is required to store and serve food in a safe manner.

Finding: During the inspection, it was determined that food was not stored in a safe manner as noted in number.

The following was observed:

• Hot food from Caterer was stored on the floor in the kitchen.

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

Corrective Action Plan Due: 09/26/2026

**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:

• The written instructions on file had not been updated.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **07 Diapering & Infant Care**

Rule: 5180:2-12-23 Infant Daily Care

Requirement: The program staff is required to hold infants or have the infant sitting up while feeding. The program staff may not place an infant in a crib with a bottle.

Finding: During the inspection, it was determined that the program did not meet the requirements for bottle feeding.

The following was observed:

• An infant was placed in a crib with a bottle.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **08 Staff Files**

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

Requirement: The program is required to maintain documentation onsite at the program for each employee.

Finding: During the inspection, it was determined that required staff record documentation was not on file at the program, and was not verified in the OPR, for the employee(s) listed on the Employee Record Chart.

The following was observed:

• The child care staff member's information was not onsite.

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

Corrective Action Plan Due: 09/26/2026

**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:

• Verification of completion of a high school education was not 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: 09/26/2026

**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 for 6 of 15 employees, including child care staff members, did not meet the requirement.

The following was observed:

• A TB screening was not on file prior to the first day of employment.

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

Corrective Action Plan Due: 09/26/2026

**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:

• At least one individual's schedule was not current.

• At least one individual's position or role did not include an applicable group assignment.

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

Corrective Action Plan Due: 09/26/2026

**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:

• Child abuse and neglect recognition and prevention training was not completed within sixty days

of hire

• 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: 09/26/2026

**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: 10/01/2026

**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 for 5 of 15 employees, including child care staff members, did not meet the requirement.

The following was observed:

• The immunization records were not on file within the first thirty days from start of employment.

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

Corrective Action Plan Due: 09/26/2026

**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

• Immunization record(s) were not updated no more than every thirteen months

• Immunization record(s) did not contain the child's name and/or birth date

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

Corrective Action Plan Due: 09/26/2026

**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 enrollment form was completed for at least one child
- Complete child information
- Complete parent information
- Health information
- Additional information for all boxes checked “yes”
- Emergency transportation information
- Parent/guardian’s signature
- Acknowledgement of Policies and Procedures
- Enrollment form for at least one child was not updated by either the parent or the administrator
- Enrollment form for at least one child was not signed by the administrator
- Child's name is incorrect.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **10 Written Policies & Procedures**

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

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

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

The following was observed:

- Written documentation of the training was not kept on-site.

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

Corrective Action Plan Due: 09/26/2026

**Domain**: **01 Ratio & Supervision**
Rule: 5180:2-12-18 Attendance Records
Requirement:The program is required to have a method for tracking the children in each group. The tracking method must be updated throughout the day and kept with the group at all times.
Findings:During the inspection, it was determined that the method for tracking children in each group did not meet the requirements of the rule.
The following was observed:
• There was no method in place.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **01 Ratio & Supervision**
Rule: 5180:2-12-19 Supervision
Requirement:The program staff is required to supervise children in their assigned group by sight and hearing. Supervision includes being near enough to respond and reach children immediately and protecting them from harm.
Findings:During the inspection, it was determined that children were left unattended while inside the program.
The following was observed:
• Child(ren) were left unattended without staff members maintaining situational awareness more than once. (School Age/Preschool teacher was on phone in lobby when licensing specialist arrived and children where in their classroom. The teacher also left the classroom when specialist was in the classroom.)

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **01 Ratio & Supervision**
Rule: 5180:2-12-18 Attendance Records

Requirement:The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the original attendance record at the center for a period of one year.
Findings:During the inspection, it was determined the program did not meet the requirements for keeping an attendance record.
The following was observed:
• The record did not include the birth date of at least one child.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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:
• At least one staff/child did not wash their hands after each diaper change or pull-up change.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-20 Cots and Napping - Equipment and Environment
Requirement:The program is required to provide sufficient lighting when the children rest, nap, or sleep.
Findings:During the inspection, it was determined that the area used when children rest, nap or sleep was not lighted sufficiently to allow child care staff visual supervision of the children 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: 09/26/2026

**Domain**: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-12 Safe Equipment
Requirement:The program is required to use equipment, that is safe and hazard free, according to the manufacturer's guidelines. Fans, air conditioners, heat pumps, and space heaters must be inaccessible to children. The program is required to refrain from using trampolines, ball pits and inflatable equipment intended for climbing and bouncing, including but not limited to slides and bounce houses.
Findings:During the inspection, equipment was determined to be unsafe, hazardous to children, or in need of repair.
The following was observed:
• The straps were attached, but were not used on the changing table.

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

Corrective Action Plan Due: 09/26/2026

**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:
• Diaper changing stations were not cleaned and sanitized between use.

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: 09/26/2026

**Domain**: **02 Safe & Sanitary Environment**
Rule: 5180:2-12-13 Sanitary Equipment and Environment
Requirement:
Findings:During the inspection, the requirements of the rule regarding sanitary equipment and environment were discussed.

Plunger should be out of reach of children.

**Domain**: **03 Postings & Equipment**
Rule: 5180:2-12-16 Emergency Postings
Requirement:The program is required to post the fire and weather plans.
Findings:During the inspection, it was determined that the fire and/or weather alert plans did not meet the requirement of the rule.

The following was observed:
2. Weather alert plan was missing details.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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 that emergency phone numbers were not posted, readily in view in each classroom and other spaces used by the children.

The following was observed:
• Phone numbers did not include the seven digit backup numbers as well as the area code if the code must be dialed to complete the call.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **04 Indoor/Outdoor Space**
Rule: 5180:2-12-11 Outdoor Play Fall Zones
Requirement:The program is required to provide a protective material that is used for a fall surface.
Findings:The protective material used under outdoor equipment was mulch.

**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:
• All loose fill materials were not raked to retain their proper distribution, shock-absorbing properties and to remove foreign material.

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: 09/26/2026

**Domain**: **04 Indoor/Outdoor Space**
Rule: 5180:2-12-11 Outdoor Space Requirements
Requirement:The program is required to have an outdoor play space free from trash and foreign objects.
Findings:During the inspection, it was determined that the outdoor play space was not free of conditions that pose a risk of harm to children.

The following was observed:
• The outdoor area was littered with trash.
• There was a bag of trash laying by the door to the playground
• The door to the playground was rusted and disintegrated. The metal was bent upwards with sharp edges exposed.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**
Rule: 5180:2-12-22 Safe Food Handling/Storage
Requirement:The program is required to store and serve food in a safe manner.
Findings:During the inspection, it was determined that food was not stored in a safe manner as noted in number.
The following was observed:
• Hot food from Caterer was stored on the floor in the kitchen.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**
Rule: 5180:2-12-16 Emergency Drills
Requirement:The program is required to complete fire drills, weather drills, and emergency/lockdown drills appropriately.
Findings:During the inspection, it was determined that the required drills were not completed.
The following was observed as not being complete:
• Monthly fire drills.
• Monthly weather emergency drills (March through September).
• Emergency/lockdown drills in each quarter of the calendar year.

Program had documented that the drills were completed on days that fell on the weekend and the program is not open on the weekends.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **05 Health & Safety**
Rule: 5180:2-12-22 Safe Food Handling/Storage
Requirement:The program is required to refrain from serving food on bare tables.
Findings:During the inspection, it was determined that food was served on bare tables for the toddler and infant group. Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **07 Diapering & Infant Care**
Rule: 5180:2-12-23 Infant Daily Care
Requirement:The program staff is required to hold infants or have the infant sitting up while feeding. The program staff may not place an infant in a crib with a bottle.
Findings:During the inspection, it was determined that the program did not meet the requirements for bottle feeding.
The following was observed:

• An infant was placed in a crib with a bottle.

Provide staff training. Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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:
• The written instructions on file had not been updated.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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.

**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:
• At least one individual's schedule was not current.
• At least one individual's position or role did not include an applicable group assignment.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **08 Staff Files**
Rule: 5180:2-12-07 Administrator Responsibilities/Requirements
Requirement:The program is required to maintain documentation onsite at the program for each employee.

Findings:During the inspection, it was determined that required staff record documentation was not on file at the program, and was not verified in the OPR, for the employee(s) listed on the Employee Record Chart.
The following was observed:
• The child care staff member's information was not onsite.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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.

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: 09/26/2026

**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: 10/01/2026

**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:
• The request for a background check for child care was not submitted in the OPR.

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: 10/01/2026

**Domain**: **08 Staff Files**
Rule: 5180:2-12-09 Background Check Requirements
Requirement:The program is required to have documentation from DCY, indicating the individual is eligible to be employed in child care, on file before allowing the staff to have sole responsibility of children.
Findings:During the inspection, it was determined that child care staff member(s) had sole responsibility of children in the Toddler group(s) and neither a preliminary approval nor the DCY 01176 "Program Notification of Background Check Review for Child Care" were on file as required.
Submit the program's corrective action plan, which includes a copy of the DCY 01176 or a statement that the child care staff member(s) no longer have sole responsibility of children, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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:
• Child abuse and neglect recognition and prevention training was not completed within sixty days of hire
• 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: 09/26/2026

**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 for 5 of 15 employees, including child care staff members, did not meet the requirement.
The following was observed:
• The immunization records were not on file within the first thirty days from start of employment.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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 for 6 of 15 employees, including child care staff members, did not meet the requirement.
The following was observed:
• A TB screening was not on file prior to the first day of employment.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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
• Immunization record(s) were not updated no more than every thirteen months
• Immunization record(s) did not contain the child's name and/or birth date

Submit the program’s corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**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 enrollment form was completed for at least one child
• Complete child information
• Complete parent information
• Health information
• Additional information for all boxes checked “yes”
• Emergency transportation information
• Parent/guardian’s signature
• Acknowledgement of Policies and Procedures
• Enrollment form for at least one child was not updated by either the parent or the administrator
• Enrollment form for at least one child was not signed by the administrator
• Child's name is incorrect.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/26/2026

**Domain**: **10 Written Policies & Procedures**
Rule: 5180:2-12-16 Emergency Preparedness and Response Plan
Requirement:The program is required to train child care staff members and employees on the EPRP annually and keep written documentation of the training on-site.
Findings:During the inspection, it was determined the program’s emergency preparedness and response plan (EPRP) did not meet the requirement for training child care staff members and employees on the plan annually.
The following was observed:
• Written documentation of the training was not kept on-site.

Submit the program’s corrective action plan to the Department to verify compliance with the requirements of this rule
Corrective Action Plan Due: 09/26/2026

**Domain**: **10 Written Policies & Procedures**
Rule: 5180:2-12-16 Emergency Preparedness and Response Plan
Requirement:
Findings:During the inspection, documentation required by rule and strategies to maintain compliance were discussed with program staff. The following resources were provided: Update EPRP with updated Licensing Requirements.

**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: 01 Ratio & Supervision**

Rule: 5180:2-12-20 Cots and Napping - Practices

Requirement:

Findings: During the inspection, the requirements of the rule regarding sleeping and napping were discussed. Cot List not posted/cots not labeled.

**Domain: 10 Written Policies & Procedures**

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

Requirement:

Findings: During the inspection, documentation required by rule and strategies to maintain compliance were discussed with program staff. The following resources were provided: Update Parent Handbook per updated Licensing Requirements.

**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 9/23/26. |

| 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: 43031805b90 Exp 3/1/27 |
| Rule: 5180:2-12-04 Food Service Requirements | Compliant | Documenting Statement: The off-site food processing establishment's current Ohio Department of Agriculture registration information was observed during the inspection. |

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

| Rule | Status | Documenting Statement(s), If applicable |
|---|---|---|
| Rule: 5180:2-12-10 Professional Development Requirements | Compliant | Documenting Statement: At the time of the inspection, all child care staff members had completed the required amount of professional development training. |

| 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 Play 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 | Not Applicable | |

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

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

| Rule | Status | Documenting Statement(s), If applicable |
|---|---|---|
| 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 |
|---|---|---|
| Rule: 5180:2-12-15 Child Health Care Plans | Compliant | Documenting Statement: At the time of the inspection, there were no children currently enrolled who had health conditions. |

| 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 |
|---|---|---|
| 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 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 |
|---|---|---|
| 5180:2-12-24 Swimming and Water Safety Requirements | Not Applicable | |

| 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 |
|---|---|---|

| | | |
|---|---|---|
| 5180:2-12-15 Child Record Requirements | Compliant | |

| Rule | Status | Documenting Statement(s), If applicable |
|---|---|---|
| Rule: 5180:2-12-20 Cribs - Safe Environment and Practices | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding cribs were discussed.<br><br>Best Practice is not to permit toddlers to lay on cot with bottle to go to sleep. |

| 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 |
|---|---|---|
| 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 |
|---|---|---|
| Rule: 5180:2-12-25 2026 Medication Administration Practices | Compliant | Documenting Statement: There were no children on medication at the time of the inspection; however, the method of storage and practices for the administration were reviewed. |

| Rule | Status | Documenting Statement(s), If applicable |
|---|---|---|
| 5180:2-12-25 2026 Medication Documentation | Not Applicable | |

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