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 BILLUPS, JUDY	Program Number 000000976383798	Program Type FCC - Type B Home
Address 2166 EAST 43 CLEVELAND OH 44103		County CUYAHOGA

Inspection Information			
Inspection Type Compliance	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 08/04/2026	Begin Time 12:58 PM	End Time 3:30 PM	Reviewer: Pamelina Rose

Summary of Findings			
No. Requirements Verified 78	No. Requirements with Non-compliances 25		No. Requirements Compliant 52
No. Serious Risk 0	No. Moderate Risk Findings 1	No. Other Non-compliance Findings 27	No. Technical Assistance Provided 0

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)		3	0	3
Young Toddler		0	0	0
Total Under 2 ½ Years		3	0	3
Older Toddler		2	0	2
Preschool		0	0	0
School Age		5	0	5
Total Capacity/Enrollment	6	7	0	10

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Judy Billups	Mixed Age Group	2 to 5	In Compliance	Ratio Arrival 1:5 Ration Departure 2:5

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: **02 Safe & Sanitary Environment**

Rule: 5180:2-13-12 Safe Environment

Requirement: The program is required to protect children from any items and conditions which threaten their health, safety, and well-being.

Finding: Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined the program did not protect children from an unsafe item, condition or equipment.

The following was observed: Remodeling was being done to the home, where uneven floor spaces provided tripping hazards, dust and substances on the floor from sanding and had not been clean. Provider and children were locked inside home, with security dead bolt being locked with no key available and chain and lock on gate to backyard .

Any hazardous equipment must be removed, replaced, or repaired and any hazardous condition must be corrected and must be made inaccessible to children. Submit the program's corrective action plan, which includes a statement that the item or condition has been removed, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/04/2026

Other Non-Compliances

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

Domain: **00 License & Approvals**

Rule: 5180:2-13-02 Information in Ohio statewide licensing system

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: Telephone Number.

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

Corrective Action Plan Due: 09/06/2026

Domain: **00 License & Approvals**

Rule: 5180:2-13-03 Inspection Requirements

Requirement: The program is required to respond to all non-compliances 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 2/5/26. The rule requires the program 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: 09/04/2026

Domain: **00 License & Approvals**

Rule: 5180:2-13-02 License Visible

Requirement: The program is required to have their license in a visible area.

Finding: During the inspection, it was determined the provider's license was not in a location visible to parents, as required. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/04/2026

Domain: **00 License & Approvals**

Rule: 5180:2-13-07 Provider Immunization

Requirement: The provider is required to have immunizations records on file.

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

The following was observed: The immunization record did not have written evidence that the employee is immunized against measles, mumps, and rubella (MMR).

The immunization record did not have written evidence that the employee is immunized against tetanus, diphtheria, and pertussis (Tdap) from a licensed physician.

Documentation if the employee is exempt was not available..

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

Corrective Action Plan Due: 09/04/2026

Domain: **01 Ratio & Supervision**

Rule: 5180:2-13-18 Attendance

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 program 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 attendance record was not being consistently completed..

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

Corrective Action Plan Due: 09/04/2026

Domain: **01 Ratio & Supervision**

Rule: 5180:2-13-20 Cots & Napping - Equipment & Environment

Requirement: The program is required to provide a mat, pad, cot, couch, or bed for children to rest. Programs are to refrain from using air mattresses designed as flotation devices for napping/sleeping. Cots and mats must be firm, resilient, and in good condition.

Finding: During the inspection, it was determined that cots or mats did not meet the requirements.

The following was observed: Mattress on the floor in the bedroom used for childcare space and no statement from parents for sleeping alternative.

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

Corrective Action Plan Due: 09/04/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-13-13 Smoke Free

Requirement: The program is required to provide a smoke free environment during operating hours, ensure smoking is not seen by children, post a "No Smoking Sign" by the main entrance, provide notification to parents if smoking occurs on the premises outside of operating hours, and refrain from exposing children to smoking paraphernalia.

Finding: During the inspection, it was determined that the program was not maintaining a smoke free environment.

The following was observed: The program did not provide a smoke free environment for children during the hours of child care in that Provider was smoking in the home and backyard where children were present. A "No Smoking" sign was not displayed in a conspicuous place at the main entrance.

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

Corrective Action Plan Due: 09/04/2026

Domain: **02 Safe & Sanitary Environment**

Rule: 5180:2-13-12 Safe Environment

Requirement: The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Finding: During the inspection, it was determined that children were not protected from item(s) or condition(s) which may threaten their health, safety, or well-being.

The following was observed: Surge protectors/outlets did not have childproof receptacle covers; Stacked chairs; A floor surface was unsafe in that flooring removed and uneven surfaces.

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: 09/04/2026

Domain: **03 Postings & Equipment**

Rule: 5180:2-13-16 Medical, Dental, and General Emergency Plan

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 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.

Emergency squad number was missing.

Hospital number was missing.

Police department number was missing.

Fire department number was missing.

Poison control number was missing.

Public children's services agency (PCSA) number was missing.

Local health department number was missing

Local emergency management agency (EMA) number was missing.

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

Corrective Action Plan Due: 09/06/2026

Domain: **03 Postings & Equipment**

Rule: 5180:2-13-17 Materials and Equipment

Requirement: The program is required to provide a designated storage area for children's personal belongings.

Finding: During the inspection, it was determined that the provider did not have designated storage areas for children's personal belongings, in that remodeling of the home in that bags boxes and other items were stacked in childcare space which prevented room for children's storage. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**

Rule: 5180:2-13-17 Materials and Equipment

Requirement: The program is required to provide equipment appropriate for the children in the program in sufficient quantities that all children can be actively involved. Play materials must be accessible to the children and arranged in an orderly manner.

Finding: During the inspection, it was determined that equipment, materials and furnishings provided for indoor and outdoor play did not meet the requirement of the rule.

The following was observed: Equipment and materials were not varied and adequate to meet the developmental needs of the children.

• Equipment and materials were not provided in a sufficient quantity that each child can be actively involved in an activity.

Play materials were not readily accessible to the children.

Play materials were not arranged in an orderly manner so that children have opportunities to select, remove and replace play materials with minimal assistance during the day.

Durable, child-sized or safely adapted furniture was not provided for children..

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

Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**

Rule: 5180:2-13-16 Medical, Dental, and General Emergency Plan

Requirement: The program is required to post the fire and weather alert plan with a diagram.

Finding: During the inspection, it was determined the posted weather and fire alert plan did not meet the requirements in rule.

The following was observed: The weather and fire alert plan were not posted in each space used by the children..

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

Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**

Rule: 5180:2-13-17 Programming

Requirement: The program is required to have a daily schedule posted in a visible place.

Finding: During the inspection, it was determined the daily schedule was not posted/in a visible place in the program. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 09/04/2026

Domain: **04 Indoor/Outdoor Space**

Rule: 5180:2-13-11 Indoor Space

Requirement: The program is required to have adequate indoor space for the children in care.

Finding: During the inspection, it was determined that 5 children were in attendance at one time and the program's usable floor space allowed for 2 children in this space. Submit the program's corrective action plan to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**

Rule: 5180:2-13-16 Communicable Diseases

Requirement: The program is required to post the Ohio Communicable Disease Chart in a noticeable area.

Finding: During the inspection, it was determined that the DCY 08087 "Communicable Disease Chart" was not posted as required.

The following was observed: The chart was not in a location readily available to provider, child care staff members, employees, and residents..

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

Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**

Rule: 5180:2-13-16 Emergency Drills

Requirement: The program is required to complete and document the required drills.

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

The following was observed as incomplete: Monthly fire drills Monthly weather emergency drills (March through September)

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

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

Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**

Rule: 5180:2-13-16 Emergency Preparedness and Response Plan

Requirement: The program is required to have a completed emergency preparedness and response plan.

Finding: During the inspection, it was determined the program's written emergency preparedness and response plan did not meet the requirement or was missing the information.

The following was observed missing: Procedures for mental or dental emergencies, including emergency transportation. Emergency numbers for medical, dental, and transport-related emergencies in addition to 9-1-1.

Submit the program's corrective action plan, which includes the missing information, if applicable, to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**

Rule: 5180:2-13-22 Fluid Milk

Requirement: The program is required to offer milk based on parental preference.

Finding: During the inspection, it was determined that the program did not offer milk based on parental preference.

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

Corrective Action Plan Due: 09/04/2026

Domain: **06 Program Information**

Rule: 5180:2-13-14 Requirements for Field and Routine Trips

Requirement: The program is required to obtain written parental permission before leaving the premises and retain the forms for at least one year from the date of the trip. Routine trip permission forms must be updated annually.

Finding: In review of the program's records, it was determined that requirements for written permission from the parent/guardian for a field trip or routine trip were not met.

The following was observed: Written parental permission was not secured for field trips off the premises..

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

Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**

Rule: 5180:2-13-10 Professional Development

Requirement: The program is required to ensure child care staff, including substitutes used more than ninety days annually, complete at least six clock hours of training annually.

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: The child care staff members had not completed at least six hours of professional development..

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

Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**

Rule: 5180:2-13-10 Health Training

Requirement: The program is required to meet the health training requirements.

Finding: In review of records, it was determined the CCSM or Substitute CCSM was left alone with children and did not have current valid documentation for training(s) at outlined in rule.

The following was observed: Communicable Disease - expired training. Child Abuse - expired training

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

Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**

Rule: 5180:2-13-07 Staff Records

Requirement: The provider is required to maintain current employee, child care staff members and resident 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: The provider had not created or updated the program's organizational 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: 09/04/2026

Domain: **08 Staff Files**

Rule: 5180:2-13-07 Provider Responsibilities

Requirement: The provider is required to maintain the required liability insurance or have a completed DCY 01933 "Liability Insurance Statement for Family Child Care Providers" on file for each child in care.

Finding: During the inspection, it was determined the provider did not obtain or maintain the required liability insurance/have a completed DCY 01933 "Liability Insurance Statement for Family Child Care Providers" completed for each child in care. Correct the violation and submit proof of insurance with the program's corrective action plan to verify compliance with the requirement of the rule.

Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**

Rule: 5180:2-13-15 Child Enrollment Records

Requirement: The program is required to have a completed DCY 01234 "Child Enrollment and Health Information for Child Care" or equivalent on file on the premises for each child.

Finding: In review of the children's records, it was determined that information had not been secured from the parent/guardian on the DCY 01234 “Child Enrollment and Health Information For Child Care” or equivalent as required.

The following was observed as missing: No enrollment form was completed for at least one child. Acknowledgement of Policies and Procedures. Enrollment form for at least one child was not updated by either the parent or the administrator

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

Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**

Rule: 5180:2-13-15 Child Immunization Records

Requirement: The program is required to have an immunization record on file for each child.

Finding: In review of of the children's records, it was determined that immunization records were not on file, as required.

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

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

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Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**

Rule: 5180:2-13-15 Child Record Requirements

Requirement: The program is required to have emergency transportation records accessible.

Finding: During the inspection, it was determined that current copies of the DCY01234 or equivalent form/health care plan were not easily and quickly accessible to be removed from the program if there is an emergency that requires the children to be moved to another location.

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

Corrective Action Plan Due: 09/04/2026

Domain: **10 Written Policies & Procedures**

Rule: 5180:2-13-07 Written Policies and Procedures

Requirement: The program is required to have policies and procedures for all items listed in this rule.

Finding: On the day of the inspection, the program’s written policies and procedures provided to the parents/guardians and employees was missing item(s).

The following was observed as missing: Opportunities for parent involvement in activities. Opportunities for parents to meet with the provider regarding their child. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the family child care home. Care of children without immunizations. Food and dietary policy. Transportation policy for trips and emergencies, if applicable.

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

Corrective Action Plan Due: 09/04/2026

Domain: **00 License & Approvals**
Rule: 5180:2-13-02 Information in Ohio statewide licensing system
Requirement:The rule requires the program to keep their information current in the Ohio statewide licensing system.
Findings: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: Telephone Number.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/06/2026

Domain: **00 License & Approvals**
Rule: 5180:2-13-07 Provider Immunization
Requirement:The provider is required to have immunizations records on file.
Findings:In review of the staff records, it was determined that the immunization records for the provider did not meet the requirement.
The following was observed: The immunization record did not have written evidence that the employee is immunized against measles, mumps, and rubella (MMR).
The immunization record did not have written evidence that the employee is immunized against tetanus, diphtheria, and pertussis (Tdap) from a licensed physician.
Documentation if the employee is exempt was not available..

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **00 License & Approvals**
Rule: 5180:2-13-03 Inspection Requirements
Requirement:The program is required to respond to all non-compliances 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 2/5/26. The rule requires the program 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: 09/04/2026

Domain: **01 Ratio & Supervision**
Rule: 5180:2-13-20 Cots & Napping - Equipment & Environment
Requirement:The program is required to provide a mat, pad, cot, couch, or bed for children to rest. Programs are to refrain from using air mattresses designed as flotation devices for napping/sleeping. Cots and mats must be firm, resilient, and in good condition.
Findings:During the inspection, it was determined the program did not provide appropriate sleeping and non-sleeping arrangements 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: **01 Ratio & Supervision**
Rule: 5180:2-13-20 Cots & Napping - Equipment & Environment
Requirement:The program is required to provide a mat, pad, cot, couch, or bed for children to rest. Programs are to refrain from using air mattresses designed as flotation devices for napping/sleeping. Cots and mats must be firm, resilient, and in good condition.
Findings:During the inspection, it was determined that cots or mats did not meet the requirements.

The following was observed: Mattress on the floor in the bedroom used for childcare space and no statement from parents for sleeping alternative.

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **01 Ratio & Supervision**
Rule: 5180:2-13-18 Attendance
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 program 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 attendance record was not being consistently completed..

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-13-12 Safe Environment
Requirement:The program is required to protect children from any items and conditions which threaten their health, safety, and well-being.
Findings:Children in care shall be protected from any items and conditions which threaten their health, safety, and well-being. During the inspection, it was determined the program did not protect children from an unsafe item, condition or equipment.

The following was observed: Remodeling was being done to the home, where uneven floor spaces provided tripping hazards, dust and substances on the floor from sanding and had not been clean. Provider and children were locked inside home, with security dead bolt being locked with no key available and chain and lock on gate to backyard .

Any hazardous equipment must be removed, replaced, or repaired and any hazardous condition must be corrected and must be made inaccessible to children. Submit the program's corrective action plan, which includes a statement that the item or condition has been removed, to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-13-13 Smoke Free
Requirement:The program is required to provide a smoke free environment during operating hours, ensure smoking is not seen by children, post a "No Smoking Sign" by the main entrance, provide notification to parents if smoking occurs on the premises outside of operating hours, and refrain from exposing children to smoking paraphernalia.
Findings:During the inspection, it was determined that the program was not maintaining a smoke free environment.

The following was observed: The program did not provide a smoke free environment for children during the hours of child care in that Provider was smoking in the home and backyard where children were present. A "No Smoking" sign was not displayed in a conspicuous place at the main entrance.

Submit the program's corrective action plan to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **02 Safe & Sanitary Environment**
Rule: 5180:2-13-12 Safe Environment
Requirement:The program is required to provide an environment that protects the children in care from any items and conditions that may threaten their health, safety, and well-being.

Findings:During the inspection, it was determined that children were not protected from item(s) or condition(s) which may threaten their health, safety, or well-being.

The following was observed: Surge protectors/outlets did not have childproof receptacle covers; Stacked chairs; A floor surface was unsafe in that flooring removed and uneven surfaces.

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: 09/04/2026

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-16 Medical, Dental, and General Emergency Plan
Requirement:The program is required to post the fire and weather alert plan with a diagram.
Findings:During the inspection, it was determined the posted weather and fire alert plan did not meet the requirements in rule.

The following was observed: The weather and fire alert plan were not posted in each space used by the children..

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-16 Medical, Dental, and General Emergency Plan
Requirement:The program is required to post emergency phone numbers.
Findings:During the inspection, it was determined that emergency numbers were not posted in all spaces used by children as required. Technical assistance was offered to support compliance. As discussed, please make the necessary corrections. A written response is not required at this time.

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-16 Medical, Dental, and General Emergency Plan
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 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.
Emergency squad number was missing.
Hospital number was missing.
Police department number was missing.
Fire department number was missing.
Poison control number was missing.
Public children's services agency (PCSA) number was missing.

Local health department number was missing
Local emergency management agency (EMA) number was missing.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/06/2026

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-17 Programming
Requirement:The program is required to have a daily schedule posted in a visible place.
Findings:During the inspection, it was determined the daily schedule was not posted/in a visible place in the program. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-17 Materials and Equipment
Requirement:The program is required to provide equipment appropriate for the children in the program in sufficient quantities that all children can be actively involved. Play materials must be accessible to the children and arranged in an orderly manner.
Findings:During the inspection, it was determined that equipment, materials and furnishings provided for indoor and outdoor play did not meet the requirement of the rule.

The following was observed: Equipment and materials were not varied and adequate to meet the developmental needs of the children.
• Equipment and materials were not provided in a sufficient quantity that each child can be actively involved in an activity.
Play materials were not readily accessible to the children.
Play materials were not arranged in an orderly manner so that children have opportunities to select, remove and replace play materials with minimal assistance during the day.
Durable, child-sized or safely adapted furniture was not provided for children..

Submit the program's corrective action plan to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **03 Postings & Equipment**
Rule: 5180:2-13-17 Materials and Equipment
Requirement:The program is required to provide a designated storage area for children's personal belongings.
Findings:During the inspection, it was determined that the provider did not have designated storage areas for children's personal belongings, in that remodeling of the home in that bags boxes and other items were stacked in childcare space which prevented room for children's storage. Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **04 Indoor/Outdoor Space**
Rule: 5180:2-13-11 Indoor Space
Requirement:The program is required to have adequate indoor space for the children in care.
Findings:During the inspection, it was determined that 5 children were in attendance at one time and the program's usable floor space allowed for 2 children in this space. Submit the program's corrective action plan to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**
Rule: 5180:2-13-16 Communicable Diseases
Requirement:The program is required to post the Ohio Communicable Disease Chart in a noticeable area.
Findings:During the inspection, it was determined that the DCY 08087 "Communicable Disease Chart" was not posted as required.

The following was observed: The chart was not in a location readily available to provider, child care staff members, employees, and residents..

Submit the program's corrective action plan to verify compliance with the requirements of this rule..
Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**
Rule: 5180:2-13-16 Emergency Preparedness and Response Plan
Requirement:The program is required to have a completed emergency preparedness and response plan.
Findings:During the inspection, it was determined the program's written emergency preparedness and response plan did not meet the requirement or was missing the information.

The following was observed missing: Procedures for mental or dental emergencies, including emergency transportation. Emergency numbers for medical, dental, and transport-related emergencies in addition to 9-1-1.

Submit the program's corrective action plan, which includes the missing information, if applicable, to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**
Rule: 5180:2-13-22 Fluid Milk
Requirement:The program is required to offer milk based on parental preference.
Findings:During the inspection, it was determined that the program did not offer milk based on parental preference.
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **05 Health & Safety**
Rule: 5180:2-13-16 Emergency Drills

Requirement:The program is required to complete and document the required drills.
Findings:During the inspection, it was determined that the required drills were not completed.

The following was observed as incomplete: Monthly fire drills Monthly weather emergency drills (March through September)
Emergency/lockdown drills in each quarter of the calendar year.

Submit the program's corrective action plan to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **06 Program Information**
Rule: 5180:2-13-14 Requirements for Field and Routine Trips
Requirement:The program is required to obtain written parental permission before leaving the premises and retain the forms for at least one year from the date of the trip. Routine trip permission forms must be updated annually.
Findings:In review of the program's records, it was determined that requirements for written permission from the parent/guardian for a field trip or routine trip were not met.

The following was observed: Written parental permission was not secured for field trips off the premises..

Submit the program's corrective action plan to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**
Rule: 5180:2-13-07 Provider Responsibilities
Requirement:The provider is required to maintain the required liability insurance or have a completed DCY 01933 "Liability Insurance Statement for Family Child Care Providers" on file for each child in care.
Findings:During the inspection, it was determined the provider did not obtain or maintain the required liability insurance/have a completed DCY 01933 "Liability Insurance Statement for Family Child Care Providers" completed for each child in care. Correct the violation and submit proof of insurance with the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**
Rule: 5180:2-13-07 Staff Records
Requirement:The provider is required to maintain current employee, child care staff members and resident records in the Ohio Professional Registry.
Findings:During the inspection, it was determined employment records in the Ohio Professional Registry (OPR) were not created or maintained.
The following was observed: The provider had not created or updated the program's organizational 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: 09/04/2026

Domain: **08 Staff Files**
Rule: 5180:2-13-10 Professional Development
Requirement:The program is required to ensure child care staff, including substitutes used more than ninety days annually, complete at least six clock hours of training annually.
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: The child care staff members had not completed at least six hours of professional development..
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **08 Staff Files**
Rule: 5180:2-13-10 Health Training
Requirement:The program is required to meet the health training requirements.
Findings:In review of records, it was determined the CCSM or Substitute CCSM was left alone with children and did not have current valid documentation for training(s) at outlined in rule.

The following was observed: Communicable Disease - expired training. Child Abuse - expired training

Correct the violation and submit the documentation of current certification with the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**
Rule: 5180:2-13-15 Child Enrollment Records
Requirement:The program is required to have a completed DCY 01234 "Child Enrollment and Health Information for Child Care" or equivalent on file on the premises for each child.
Findings:In review of the children's records, it was determined that information had not been secured from the parent/guardian on the DCY 01234 "Child Enrollment and Health Information For Child Care" or equivalent as required.

The following was observed as missing: No enrollment form was completed for at least one child. Acknowledgement of Policies and Procedures. Enrollment form for at least one child was not updated by either the parent or the administrator
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**

Rule: 5180:2-13-15 Child Record Requirements
Requirement:The program is required to have emergency transportation records accessible.
Findings:During the inspection, it was determined that current copies of the DCY01234 or equivalent form/health care plan were not easily and quickly accessible to be removed from the program if there is an emergency that requires the children to be moved to another location.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/04/2026

Domain: **09 Children's Files**
Rule: 5180:2-13-15 Child Immunization Records
Requirement:The program is required to have an immunization record on file for each child.
Findings:In review of of the children's records, it was determined that immunization records were not on file, as required.

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

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

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Corrective Action Plan Due: 09/04/2026

Domain: **10 Written Policies & Procedures**
Rule: 5180:2-13-07 Written Policies and Procedures
Requirement:The program is required to have policies and procedures for all items listed in this rule.
Findings:On the day of the inspection, the program’s written policies and procedures provided to the parents/guardians and employees was missing item(s).

The following was observed as missing: Opportunities for parent involvement in activities. Opportunities for parents to meet with the provider regarding their child. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the family child care home. Care of children without immunizations. Food and dietary policy. Transportation policy for trips and emergencies, if applicable.

Correct the violation and submit the program's corrective action plan to verify compliance with the requirement of the rule.
Corrective Action Plan Due: 09/04/2026

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.

Department of Children & Youth

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
5180:2-13-02 Voluntary Temporary Closure	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Change of Location	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Type A Ownership	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Building Inspections for Type A Homes	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Building Requirements for Type B Homes	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Fire Inspections for Type A Homes	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Fire Safety for Type B Homes	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Flammable and Combustible Materials in a Type B Home	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-13-05 Denial, Revocation, and Suspension	Not Applicable

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-04 Heaters in a Type B Home	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Employee Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-07 Type B Provider - Foster Parent	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Child Care Staff Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-08 Whistle Blower	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-09 Background Checks	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Space	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Outdoor Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-11 Fall Zone	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Safe Equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-13-12 Carbon Monoxide Detectors - Type B Only	Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-13 Handwashing	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-13 Clean environment and equipment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-12 Pets	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Driver Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Ratio and Supervision for Field and Routine Trips	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-14 Vehicle Inspections	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Health Conditions	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-16 First Aid Kit/Standard Precautions	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-15 Child Records Retention and Confidentiality	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-13-16 Incident/Injury	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-18 Group Size and Ratios	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 School Age Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-19 Child Guidance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Cots & Napping - Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Crib and Playpen Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Evening and Overnight Care	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-21 Sanitary Environment and Hygiene	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Meals and Snacks	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Food Handling	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-13-23 Infant Daily Care	Compliant

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Infant Bottle and Food Preparation	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Diapering and Toilet Training - Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-24 On-site Pools	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-24 Swimming Sites	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Administration Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-02 Voluntary Temporary Closure - No Notification	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-22 Safe Food Handling/Storage	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-20 Crib & Playpen - Placement	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-23 Diapering and Toilet Training - Supplies	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Documentation	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-13-25 Medication Storage	Compliant	