Ohio Department of Education
Ohio Department of Job and Family Services

Licensing Inspection Full Report

Program Details		
Program Type: School Age Child Care	Program Name: Milkovich Middle School	Program Number: 1170016068
Address: 19800 Stafford Ave Maple Heights OH 44137		County: CUYAHOGA
Organization Name: Maple Heights City	Org IRN: 044305	Site IRN: 009522

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 01/31/2024	Begin Time: 2:30 PM	End Time: 3:00 PM

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

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

Summary of Findings		
Number of Rules Verified: 49	Number of Rules with Non-Compliances: 11	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 2	Low Risk Non-Compliances: 14

Summary of Non-Compliances

If a program disagrees with a licensing finding, the program may request a review of the finding(s). The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious risk non-compliance is cited.

Serious Risk Non-Compliances

No Serious Risk Non-Compliances were observed during this inspection

Moderate Risk Non-Compliances

Domain: **08 Staff Files**

Rule: 3301-32:03 Required background checks

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

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

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:10 Medication administration policy requirements

Code: This rule requires policies and procedures that only employees who are health professionals or who have completed drug administration training may administer medication pursuant to section?3313.713?of the Revised Code.

Findings: During the inspection and policy review, policies and procedures did not include requirements for only employees who have completed drug administration training per section 3313.713 of the Revised Code can administer medications.

Low Risk Non-Compliances

Domain: **02 Safe & Sanitary Environment**

Rule: 3301-32:04 Annual fire inspection

Code: This rule requires both the scheduled and completed dates of the annual fire inspection shall be documented and maintained by the program.

Findings: During the inspection, documentation of a current fire inspection was not on file.

Corrective Action Plan Due: 03/08/2024

Domain: **03 Postings & Equipment**

Rule: 3301-32:10 Emergency procedures

Code: This rule requires policies and procedures regarding emergency action in case of fire, homeland security, severe weather, medical, dental, and other emergencies. General emergencies include any threats to the safety of children due to environmental conditions or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat, or water.

Findings: During the inspection, emergency procedures were not available.

Corrective Action Plan Due: 03/08/2024

Domain: **05 Health & Safety**

Rule: 3301-32:10 Emergency drill practice

Code: This rule requires children shall have drill practice at least once per quarter during the school year and at least once during a summer program to demonstrate appropriate procedures and appropriate behavior in accordance with the programs written policy and procedures during an emergency regarding the rooms where the program is provided.

Findings: During the inspection, the program did not have documentation of emergency drill practice at least once quarterly.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff minimum requirements

Code: This rule requires any individual who may have an assigned schedule with a preschool child (or group) or may be used to count in the ratio is obligated to have evidence that they have a high school diploma, GED or high school equivalency.

Findings: During the inspection and review of staff files, individuals used in ratio did not have documentation of a high school diploma or equivalent on file and available for review.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Licensing orientation training

Code: This rule requires each individual used in ratio to have an orientation training as prescribed by the department completed within thirty days of the individuals start date.

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

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff with required health and safety training

Code: This rule requires the program to ensure a person who has completed and is current with an approved course to recognize the common signs of communicable disease or other illness will observe each child daily as they enter the group and be readily available at all times.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current course on the recognition of common signs of communicable disease from an approved provider.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff with required health and safety training

Code: This rule requires the program to ensure at least one preschool staff member who has completed and is current with a child abuse recognition and prevention course based on an approved curriculum. The child abuse recognition and prevention curriculum used in the course may be consistent with requirements as established by section?3319.073?of the Revised Code or appear on the approved curriculum list posted on the departments website. Consistent with requirements as established by section?3319.073?of the Revised Code, such staff shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five years thereafter.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current course on the recognition and prevention of child abuse from an approved provider.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff medical statement

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

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

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff with required health and safety training

Code: This rule requires the program to ensure the following each staff member has completed and is current with an approved course for age-appropriate first aid and CPR in accordance with rule?5101:2-12-10?of the Administrative Code.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current age appropriate course in CPR from an approved provider.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Maintaining Ohio Professional Registry Profile

Code: This rule requires each individual used to in ratio to maintain a current profile in the Ohio professional registry (OPR).

Findings: During the inspection and review of staff files, individuals used in ratio did not have a current profile in the Ohio professional registry.

Corrective Action Plan Due: 03/08/2024

Domain: **08 Staff Files**

Rule: 3301-32:03 Staff with required health and safety training

Code: This rule requires the program to ensure each staff member shall have current valid age appropriate first aid, age appropriate CPR, child abuse recognition and prevention, and management of communicable disease certification in accordance with rule?5101:2-12-10?of the Administrative Code. In-service training on age appropriate first aid, age appropriate CPR, child abuse recognition and prevention, and management of communicable disease shall be updated according to the length of time required by the approved organization.

Findings: During the inspection and review of staff files, at least one person onsite does not have a current age appropriate course in first aid from an approved provider.

Corrective Action Plan Due: 03/08/2024

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Written discipline policy requirements

Code: This rule requires the program shall have a written discipline policy describing the program's philosophy and restrictions as listed in paragraph (I) of rule?3301-32-09?of the Administrative Code of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review.

Findings: During the inspection, the written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center was not on available for review.

Corrective Action Plan Due: 03/08/2024

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Written discipline policy requirements

Code: This rule requires the programs written discipline policy is to comply with this rule, section?3319.46?of the Revised Code and rule?3301-35-15?of the Administrative Code.

Findings: During the inspection policy review, behavior management/discipline policies and procedures did not include section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code requirements were missing.

Corrective Action Plan Due: 03/08/2024

Domain: **10 Written Policies & Procedures**

Rule: 3301-32:09 Written discipline policy requirements

Code: This rule requires the policy to include constructive, developmentally-appropriate child guidance. Management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Findings: During the inspection, the developmentally appropriate techniques were missing from policy.

Corrective Action Plan Due: 03/08/2024

Rules in Compliance/Not Verified	
Rule: 3301-32:04 Safe handling, storage, and disposal of bio-contaminants	*Compliant*
Rule: 3301-32:04 Using cleaning supplies	*Not Verified*
Rule: 3301-32:04 Furniture and equipment requirements	*Compliant*
Rule: 3301-32:04 Safe furniture and equipment	*Compliant*
Rule: 3301-32:04 Safe areas	*Compliant*
Rule: 3301-32:04 Program cleaning and sanitizing	*Compliant*

Rule: 3301-32:04 Outdoor play space	*Compliant*
Rule: 3301-32:10 Enrollment of children with disabilities	*Not Verified*
Rule: 3301-32:10 Supervision plan policies	*Not Verified*
Rule: 3301-32:05 Written philosophy and goals	*Compliant*
Rule: 3301-32:09 Reporting abuse policy	*Not Verified*
Rule: 3301-32:10 Discipline policy requirements	*Not Verified*
Rule: 3301-32:10 Food service policies	*Not Verified*
Rule: 3301-32:10 Ill child policies	*Not Verified*
Rule: 3301-32:10 Training on emergency procedures	*Not Verified*
Rule: 3301-32:10 Accident policy and procedures	*Not Verified*
Rule: 3301-32:10 Child release policies	*Not Verified*
Rule: 3301-32:10 Reporting absences	*Not Verified*
Rule: 3301-32:03 Staff/child ratio	*Not Verified*
Rule: 3301-32:04 Storage of belongings	*Not Verified*
Rule: 3301-32:04 Access to facilities	*Not Verified*
Rule: 3301-32:04 First aid supplies	*Compliant*
Rule: 3301-32:04 Phone requirements	*Compliant*
Rule: 3301-32:04 Smoking prohibited	*Not Verified*

Rule: 3301-32:04 Handwashing facilities	*Not Verified*
Rule: 3301-32:04 License and written compliance report posted	*Not Verified*
Rule: 3301-32:08 Communicable Disease Policy: Exposure to a communicable disease	*Not Verified*
Rule: 3301-32:08 Communicable disease chart	*Not Verified*
Rule: 3301-32:03 Maximum group by age group exceeded	*Not Verified*
Rule: 3301-32:03 Second adult requirements	*Not Verified*
Rule: 3301-32:03 Administrator onsite time	*Compliant*
Rule: 3301-32:03 Annual orientation training requirement	*Not Verified*
Rule: 3301-32:03 Individual used in ratio	*Compliant*
Rule: 3301-32:03 In-service hour requirement	*Not Verified*
Rule: 3301-32:09 Staff receive discipline policy	*Not Verified*
Rule: 3301-32:10 Transportation policies	*Not Verified*
Rule: 3301-32:05 Written curriculum requirements	*Not Verified*
Rule: 3301-32:05 Equitable activities, materials and equipment	*Not Verified*
Rule: 3301-32:03 Annual in-service requirements	*Not Verified*
Rule: 3301-32-03 Approved trainer requirements	*Not Verified*
Rule: 3301-32:04 Indoor space	*Compliant*
Rule: 3301-32:09 Written discipline policy: Exclusions	*Not Verified*

Rule: 3301-32:09 Discipline restrictions	*Not Verified*
Rule: 3301-32:07 Policies for providing meals	*Not Verified*
Rule: 3301-32:09 Staff responsibility for discipline	*Not Verified*
Rule: 3301-32:07 Personnel trained in sanitary procedures	*Not Verified*
Rule: 3301-32:05 Written curriculum: Adapted for children with disabilities	*Not Verified*
Rule: 3301-32:05 Materials and equipment	*Not Verified*
Rule: 3301-32:06 Individual child registration	*Compliant*
Rule: 3301-32-06 Individual child injury report	*Not Verified*
Rule: 3301-32-06 Injury report log	*Not Verified*
Rule: 3301-32-06 Individual child transportation plan	*Not Verified*
Rule: 3301-32-06 Individual child medical needs	*Compliant*
Rule: 3301-32-06 Attendance records	*Not Verified*
Rule: 3301-32:07 Snack served from two of the five basic food groups	*Not Verified*
Rule: 3301-32:07 Program meal and snack policies and requirements	*Not Verified*
Rule: 3301-32:07 Menu requirements	*Not Verified*
Rule: 3301-32:07 Handwashing	*Not Verified*
Rule: 3301-32:07 Special dietery needs	*Not Verified*
Rule: 3301-32:07 Program personnel informed of children's allergies	*Not Verified*

Rule: 3301-32:07 Safe drinking water	*Not Verified*
Rule: 3301-32:07 Food served	*Not Verified*
Rule: 3301-32:07 Safe food storage	*Not Verified*
Rule: 3301-32:07 Screen time during meal or snack time	*Not Verified*
Rule: 3301-32:07 USDA Sponsor Violation	*Not Verified*
Rule: 3301-32:07 Parent provided snack requirements	*Not Verified*
Rule: 3301-32:08 Children observed for communicable disease upon arrival	*Not Verified*
Rule: 3301-32:08 Communicable Disease Policy: Symptoms of illness for isolation and discharge	*Compliant*
Rule: 3301-32:08 Communicable Disease Policy: Ill child isolation requirements	*Not Verified*
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	*Not Verified*
Rule: 3301-32:10 Program policies	*Not Verified*
Rule: 3301-32:10 Staff/parent communication	*Not Verified*
Rule: 3301-32:10 Field trip policies	*Not Verified*
Rule: 3301-32:10 Program evaluation	*Not Verified*
Rule: 3301-32:10 Staff record policies	*Not Verified*
Rule: 3301-32:10 Volunteer policies	*Not Verified*
Rule: 3301-32:10 Nondiscrimination policies	*Not Verified*
Rule: 3301-32:10 Parent handbook	*Not Verified*

Rule: 3301-32:10 Staff policies	*Not Verified*
Rule: 3301-32:10 Child Data Privacy	*Not Verified*