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 Tiny Steps Childcare & Enrichment Center LLC	Program Number 2200023058	Program Type Child Care Center
Address 18 West Main Street16 1/2 & 18 West Main Street Wakeman OH 44889		County HURON

Inspection Information			
Inspection Type Annual	Inspection Scope Full	Inspection Method On-site Inspection	Inspection Notice Unannounced
Inspection Date 08/11/2026	Begin Time 9:15 AM	End Time 1:50 PM	Reviewer: ELAINE OBRIEN

Summary of Findings			
No. Requirements Verified 67	No. Requirements with Non-compliances 13		No. Requirements Compliant 46
No. Serious Risk 0	No. Moderate Risk Findings 1	No. Other Non-compliance Findings 13	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)		17	0	17
Young Toddler		4	0	4
Total Under 2 ½ Years	35	21	0	21
Older Toddler		7	0	7
Preschool		31	0	31
School Age		27	0	27
Total Capacity/Enrollment	87	65	0	86

Ohio Department of Children & Youth

Staff-Child Ratios at the Time of Inspection				
Group	**Age Group/Range**	**Ratio Observed**	**Compliance**	**Comment**
Infant	Mixed Age Group	2 to 9	In Compliance	0-18 months Programming
Infant	Mixed Age Group	2 to 9	In Compliance	Arrival 9:15 AM 0- 18 months of age
Toddler	Mixed Age Group	1 to 7	In Compliance	Arrival 9:15 AM 18 months - 3 years
Toddler	Mixed Age Group	2 to 8	In Compliance	Lunch
PS 1 and 2 Combined	3 years to < 4 years	1 to 11	In Compliance	Arrival 9:15 AM
PS 1 and 2 Combined	3 years to < 4 years	2 to 13	In Compliance	Lunch
SA	School-Age to < 11 years	1 to 12	In Compliance	Arrival 9:15 am
SA	School-Age to < 11 years	1 to 13	In Compliance	Lunch

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: **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: 09/10/2026

Other Non-Compliances

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

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: the diaper change surface was not disinfected 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: 09/10/2026

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 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: 09/10/2026

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: emergency phone numbers were not posted, readily in view in the gross motor room

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

Corrective Action Plan Due: 09/10/2026

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: The fire/ weather alert plans were not posted in the gross motor room

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

Corrective Action Plan Due: 09/10/2026

Domain: **05 Health & Safety**

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

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

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

The following was observed: The currently dated chart was not posted.

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

Corrective Action Plan Due: 09/10/2026

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: Fire Drills for May June and July.

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

Corrective Action Plan Due: 09/10/2026

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 tuberculois (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 ( ) of ( ) 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: 09/10/2026

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: Verificat5ion 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: 09/10/2026

Domain: **08 Staff Files**

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

Requirement: The program is required to have staff complete the online staff orientation training.

Finding: In review of the staff records, it was determined that child care staff member(s) did not meet the requirements for completing the online orientation training.

The following was observed: The training was not completed within 30 days of starting employment at the program as a child care staff member.

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

Corrective Action Plan Due: 09/10/2026

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: • First aid training was not completed within ninety days of hire • Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire • 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: 09/10/2026

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 ( ) of ( ) 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: 09/10/2026

Domain: **10 Written Policies & Procedures**

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

Requirement: The program's policies and procedures are required to include all topics outlined in rule.

Finding: During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing an item(s).

The following was observed as missing: • Written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons.

• Care of children without immunizations.

• Policy to prohibit center employees from exposing children to inappropriate language, media, or behavior.

Ensure compliance with the Americans with Disabilities Act (ADA), including administering medication and/or care procedures to children with disabilities.

• Summary of procedures taken in the event of an emergency, serious illness or injury.

• Social media policy including, but not limited to, addressing publication of child photos or other identifying information, if applicable. • Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone, if applicable.

Revise the program's written policies and procedures to include the missing information. Submit the program's corrective action plan, which includes the revised written policies and procedures, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/10/2026

Domain: **10 Written Policies & Procedures**

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

Requirement: The program is required to have an emergency preparedness and response plan (EPRP).

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

The following was observed as missing:

Medical or dental emergencies, including emergency transportation.

Emergency numbers for medical, dental, and transport-related emergencies, in addition to 9-1-1.

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 09/10/2026

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: the diaper change surface was not disinfected 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: 09/10/2026

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: emergency phone numbers were not posted, readily in view in the gross motor room
Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/10/2026

Domain: **03 Postings & Equipment**
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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: The fire/ weather alert plans were not posted in the gross motor room
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Findings:During the inspection, it was determined that the DCY 08087 "Communicable Disease Chart" was not posted as required.

The following was observed: The currently dated chart was not posted.

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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: Fire Drills for May June and July.

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Findings:In review of the staff records, it was determined that the tuberculosis (TB) screening for ( ) of ( ) 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
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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: Verificat5ion 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.
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The following was observed: The training was not completed within 30 days of starting employment at the program as a child care staff member.

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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.
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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: • First aid training was not completed within ninety days of hire • Cardiopulmonary resuscitation (CPR) training was not completed within ninety days of hire • 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: 09/10/2026

Domain: **08 Staff Files**
Rule: 5180:2-12-08 Staff Immunization Records
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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: 09/10/2026

Domain: **10 Written Policies & Procedures**
Rule: 5180:2-12-07 Written Program Policies and Procedures
Requirement:The program's policies and procedures are required to include all topics outlined in rule.
Findings:During the inspection, it was determined the program's written policies and procedures provided to the parents/guardians and employees was missing an item(s).

The following was observed as missing: • Written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons.
• Care of children without immunizations.
• Policy to prohibit center employees from exposing children to inappropriate language, media, or behavior. Ensure compliance with the Americans with Disabilities Act (ADA), including administering medication and/or care procedures to children with disabilities.
• Summary of procedures taken in the event of an emergency, serious illness or injury.
• Social media policy including, but not limited to, addressing publication of child photos or other identifying information, if applicable. • Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone, if applicable.

Revise the program's written policies and procedures to include the missing information. Submit the program's corrective action plan, which includes the revised written policies and procedures, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/10/2026

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Rule: 5180:2-12-16 Emergency Preparedness and Response Plan
Requirement:The program is required to have an emergency preparedness and response plan (EPRP).
Findings:During the inspection, it was determined the program's emergency preparedness and response plan (EPRP) did not meet the requirement or was missing the information.

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

Make the necessary revisions to the EPRP. Submit the program's corrective action plan, which includes the revised information, to the Department to verify compliance with the requirements of this rule.
Corrective Action Plan Due: 09/10/2026

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.

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
Rule: 5180:2-12-18 License Capacity	Compliant	Documenting Statement: The program was operating within their license capacity limits.

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-02 License Visible	Compliant	Documenting Statement: The license was in a location visible to parents as required.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-03 Inspection Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
Rule: 5180:2-12-04 Building Department Inspection	Compliant	Documenting Statement: A copy of the certificate of occupancy was available on-site for review.

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 September 9, 2026.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-04 Food Service Requirements	Compliant	

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

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-10 Professional Development Requirements	Compliant	

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

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

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

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

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-14 Transportation and Field Trip Procedures	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 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
Rule: 5180:2-12-18 Ratio	Compliant	Documenting Statement: Staff/child ratios observed during the inspection were in compliance.

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-18 Group Size	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-19 Supervision	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-18 Attendance Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-19 Child Guidance	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Meal Preparation and Nutritional Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable

5180:2-12-21 Evening and Overnight Care	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Bottle and Food Preparation	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Fluid Milk Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-23 Infant Daily Care	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 Safe Food Handling/Storage	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-24 Swimming and Water Safety Requirements	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-21 Mobile Preschools	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-02 Current Information	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-02 Amendments to the License	Not Applicable	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cots and Napping - Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-15 Child Immunization Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-15 Child Enrollment Records	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-15 Child Record Requirements	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cots and Napping - Equipment and Environment	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs - Safe Environment and Practices	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-20 Cribs - Placement	Compliant	

Rule	Status	Documenting Statement(s), If applicable
5180:2-12-22 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
5180:2-12-25 2026 Medication Administration Practices	Compliant	

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

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