

November 2018

Licensed child care centers receive at least one unannounced inspection annually to ensure compliance with minimum standards for health, safety, and the administration of child care programs. Additional inspections may occur at any time. Below is a summary of what may occur during an inspection. Please note, this is not an inclusive list but is meant to give programs a basic guide to an inspection. The inspection process may vary according to the type of inspection. Programs must review Ohio Administrative Code 5101:2-12 thoroughly to ensure compliance with all the rules.

### Inspection Process

- Upon arrival to the inspection the Child Care Licensing Specialist (CCLS) will introduce themselves, explain the purpose of the visit, and may ask for a space to conduct the paperwork review.
- All areas used for child care or areas accessible to children may be assessed.
- Documentation required to be maintained by the program, which includes postings, child and adult files, and historical records, may be reviewed.
- If time allows and the administrator or designee of the program is available, an exit interview will be conducted to review the licensing inspection report including findings and appropriate corrective actions, if applicable.
- Once the inspection is completed, the program will receive a copy of the inspection report via email or through OCLQS.
- If the administrator disagrees with a finding within the report and cannot resolve the issue with the CCLS or Licensing Supervisor, the administrator may submit the JFS 01155 "Request for Review for Licensing and Step Up To Quality," within 7 business days from the receipt of the inspection report, and in accordance with Ohio Administrative Code 5101:2-12-03.

### Roles

#### CCLS

- Evaluate compliance of the program
- Ask questions to determine compliance
- Ensure that the environment is healthy and safe
- Support the program in developing successful systems to maintain compliance
- Answer questions regarding licensing rules
- Allow the program to operate with minimum interruption

#### Administrator or Designee

- Cooperate with the inspection by providing access to the facility and files
- Provide truthful and accurate information
- Be a role model for the program and ensure staff are cooperative with the inspection

### File Review

#### Staff Files

- List of employee's names, hire dates, position, and scheduled hours
- Education for child care staff members
- Employee medical (*Sample form JFS 01296 may be used*)
- Background check results (JFS 01176)
- Valid driver's license
- JFS 01266 "Contracted Driver Qualifications Statement for Child Care," if applicable
- Administrator information

#### Verification of completion of:

- Staff orientation training
- Health trainings
- Professional development trainings
- Driver training, if applicable

#### Child Files

- Child medical statement (*Sample form JFS 01305 may be used*)
- JFS 01234 "Child Enrollment and Health Information for Child Care"
- JFS 01217 "Request for Administration of Medication for Child Care", if applicable
- JFS 01236 "Medical/Physical Care Plan" if applicable
- JFS 01235 "Sleep Position Waiver Statement for Child Care," if applicable
- Cot permission for infants, if applicable
- Transition agreements (*Sample form JFS 01229 may be used*)
- JFS 01299 "Incident/Injury Report for Child Care"
- Alternative milk permission, if applicable

## Observation

### Classrooms

- Staff/child ratios
- Attendance records for each group (*Sample form JFS 01208 may be used*)
- Enrollment
- Observations
- Programming
- Appropriate supervision
- Appropriate guidance and management
- Required equipment/materials for each age group served
- Appropriate staff/child interactions

### Environment/Equipment/Materials

- Restrooms (clean, sanitary, supplies available)
- Cots/mats (cleaned, sanitized, labeled, placement)
- Tooth brushing
- Handwashing requirements (children, adults, supplies, times)
- Safe environment and equipment (sturdy, easy to maintain, free from hazards, does not threaten the safety of children)
- Sanitary environment and equipment (cleaned, sanitized as required, free from infestation, trash removed)

### Infant Rooms

- Cribs
- Bottles labeled
- Written feeding instructions for infants (*Sample form JFS 01218 may be used*)
- Daily written record of care provided for each infant (*Sample form JFS 01228 may be used*)
- Diaper changing
- Tummy time provided
- Cribs separated from play space

### Outdoor Areas

- JFS 01281 "Child Care Playground Inspection Report"
- Equipment
- Fall surface
- Supervision
- Fence or natural barrier
- Safe route to offsite approved space, if applicable

### Evening and Overnight Care, if applicable

- Lighting
- Supplies
- Sleep arrangements
- Programming
- Meals and snacks
- Hygiene practices
- Authorized individuals on the premises

## Documentation and Additional Items

### Field Trips and Transportation

- Water activities/swimming permission form (*Sample form JFS 01227 may be used*)
- Field or routine trip permission form (*Sample forms JFS 01225 or JFS 01226 may be used*)
- Weekly vehicle inspection records and a monthly record of emergency exiting procedures (*Sample form JFS 01338 may be used*)
- JFS 01230 "Vehicle Inspection Report for Child Care Centers"

### Other

- Licensing rules
- Incorporation papers/ownership info
- Written procedures/handbook updates
- Fire inspection
- Food service license
- Caterer license, if applicable
- Meals and snacks (nutritious, developmentally appropriate, appropriately timed)

- First aid kit(s)
- Disaster plan
- Fire/weather/disaster drills
- Medications and food supplements

### Postings

- JFS 01242 "Medical, Dental and General Emergency Plan for Child Care"
- Daily schedule
- License and reports available
- JFS 08087 "Communicable Disease Chart"
- JFS 01201 "Dental First Aid"
- "No Smoking" sign
- Weapons sign
- Menu including substitutions or changes
- Administrator scheduled hours of availability
- Ratio posting
- Weather and evacuation plans and diagrams