

November 2018

Licensed Family Child Care (FCC) homes receive at least one 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 providers a basic guide to an inspection. The inspection process may vary according to the type of inspection. FCC providers must review Ohio Administrative Code 5101:2-13 thoroughly to ensure compliance with all the rules.

### Inspection Process

- Upon arrival to the inspection county agency staff will introduce themselves, explain the purpose of the visit, and may ask for a space to conduct the paperwork review.
- All areas of the home used for child care or areas accessible to children may be assessed, as well as areas which may need to be assessed for safety/compliance, such as the basement or garage.
- 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 FCC provider 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 provider will receive a copy of the inspection report via email or through OCLQS.
- If the provider disagrees with a finding within the report and cannot resolve the issue with county agency staff or Supervisor, the provider 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, in accordance with Ohio Administrative Code 5101:2-13-03.

### Roles

#### County Agency Staff

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

#### FCC Provider

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

### File Review

#### CCSM/Employee/Provider/Resident Files

- List of employee's names, hire dates, position, and scheduled hours
- Education for child care staff members
- Employee medical statement  
*(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

#### Verification of completion for:

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

#### Child Files

- Medical statement *(Sample form JFS 1305 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
- JFS 01299 "Incident/Injury Report for Child Care"
- Alternative milk permission, if applicable

## Observation

### In the Home

- Staff/child ratios
- Attendance records (*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
- Only approved floors of the home used for child care services

### Environment/Equipment/Materials

- Restrooms (clean, sanitary, supplies available)
- Cots/mats (cleaned, sanitized, labeled, placement)
- Tooth brushing
- Handwashing (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 Care

- Cribs
- Bottles labeled
- Written infant feeding instructions (*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

### Outdoor Areas

- Equipment
- Fall surfaces
- 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
- Provider awake until children asleep
- Children under 5 years old, sleep on same floor as provider; monitors

## Documentation and Additional Items

### Field Trips, Swimming and Transportation

- Field or routine trip permission form (*Sample forms JFS 01225 or JFS 01226 may be used*)
- Water activities/swimming permission form (*Sample form JFS 01227 may be used*)
- Vehicle meets requirements of 5101:2-13-14

### Other

- Licensing rules
- Liability insurance
- Written procedures/handbook updates
- Fire inspection
- Food prepared and safely stored
- Meals and snacks (nutritious, developmentally appropriate, appropriately timed)
- County staff notified of any additional residents of the home

- 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
- Provider scheduled hours of availability
- Ratio posting
- Weather and evacuation plans and diagrams