Department of Children & Youth

Licensing Inspection Full Report

Program Details		
Program Type: School Age Child Care	Program Name: Hoffman Trails Elementary School	Program Number: 1000019226
Address: 4301 Hoffman Farms Dr Hilliard OH 43026		County: FRANKLIN
Organization Name: Hilliard City	Org IRN: 047019	Site IRN: 140822

Inspection Information		
Inspection Type Annual	Inspection Scope: Full	Inspection Notice: Unannounced
Visit Date: 12/09/2024	Begin Time: 3:30 PM	End Time: 5:30 PM
Visit Date: 12/09/2024	Begin Time: 3:30 PM	End Time: 5:30 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: 74	Number of Rules with Non-Compliances: 2	
Serious Risk Non-Compliances: 0	Moderate Risk Non-Compliances: 1	Low Risk Non-Compliances: 1

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: **10 Written Policies & Procedures**

Rule: 3301-32:10 Medication administration policy requirements

Code: This rule requires policies and procedures for all prescription medicine to be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist.

Findings: During the inspection and policy review, policies and procedures did not include that the medication was current within twelve months old, in the original container, and has written instructions from a licensed physician, nurse practitioner or dentist.

Low Risk Non-Compliances

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.

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	*Not Verified*
Rule: 3301-32:09 Reporting abuse policy	*Not Verified*
Rule: 3301-32:10 Discipline policy requirements	*Compliant*
Rule: 3301-32:10 Food service policies	*Not Verified*
Rule: 3301-32:10 Ill child policies	*Not Verified*
Rule: 3301-32:10 Emergency procedures	*Compliant*
Rule: 3301-32:10 Training on emergency procedures	*Not Verified*
Rule: 3301-32:10 Emergency drill practice	*Compliant*
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	*Compliant*
Rule: 3301-32:04 Storage of belongings	*Compliant*
Rule: 3301-32:04 Access to facilities	*Compliant*

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	*Compliant*
Rule: 3301-32:04 License and written compliance report posted	*Compliant*
Rule: 3301-32:08 Communicable Disease Policy: Exposure to a communicable disease	*Compliant*
Rule: 3301-32:08 Communicable disease chart	*Compliant*
Rule: 3301-32:03 Maximum group by age group exceeded	*Compliant*
Rule: 3301-32:03 Second adult requirements	*Compliant*
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 Maintaining Ohio Professional Registry Profile	*Not Verified*
Rule: 3301-32:03 Staff minimum requirements	*Compliant*
Rule: 3301-32:03 Licensing orientation training	*Compliant*
Rule: 3301-32:03 In-service hour requirement	*Not Verified*
Rule: 3301-32:09 Written discipline policy requirements	*Compliant*
Rule: 3301-32:09 Staff receive discipline policy	*Compliant*
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 Staff medical statement	*Compliant*
Rule: 3301-32:03 Required background checks	*Compliant*
Rule: 3301-32:03 Medication administration training	*Compliant*
Rule: 3301-32:03 Annual in-service requirements	*Not Verified*
Rule: 3301-32-03 Approved trainer requirements	*Not Verified*
Rule: 3301-32:04 Annual fire inspection	*Compliant*
Rule: 3301-32:04 Indoor space	*Compliant*
Rule: 3301-32:09 Written discipline policy: Exclusions	*Compliant*
Rule: 3301-32:09 Discipline restrictions	*Compliant*
Rule: 3301-32:07 Policies for providing meals	*Not Verified*
Rule: 3301-32:09 Staff responsibility for discipline	*Compliant*
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	*Compliant*
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	*Compliant*
Rule: 3301-32:07 Snack served from two of the five basic food groups	*Compliant*
Rule: 3301-32:07 Program meal and snack policies and requirements	*Not Verified*
Rule: 3301-32:07 Menu requirements	*Compliant*
Rule: 3301-32:07 Handwashing	*Compliant*
Rule: 3301-32:07 Special dietery needs	*Not Verified*
Rule: 3301-32:07 Program personnel informed of children's allergies	*Compliant*
Rule: 3301-32:07 Safe drinking water	*Not Verified*
Rule: 3301-32:07 Food served	*Compliant*
Rule: 3301-32:07 Safe food storage	*Compliant*
Rule: 3301-32:07 Screen time during meal or snack time	*Compliant*
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	*Compliant*
Rule: 3301-37:10 Discipline policy/ behavior management communication and written consent to parent	*Compliant*

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