# Child Care Day Camp Manual Table of Contents

*John R. Kasich, Governor*

*Cynthia C. Dungey, Director*

**Ohio Department of Job and Family Services**

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Please send comments to ePubs_updates@dfs.ohio.gov
TO: Child Care Day Camp Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Child Day Camp Approval Process Rules

Background:
Currently, all child day camps are required to register annually with the Ohio Department of Job and Family Services (ODJFS). Additionally, child day camps may request to be approved to provide publicly funded child care (PFCC) services if they are accredited by the American Camp Association (ACA) or an approved accrediting body, with no additional regulation by ODJFS. The Child Care and Development Block Grant (CCDBG) Act of 2014 requires that all providers of PFCC demonstrate that they follow minimum health and safety standards through inspections and monitoring by ODJFS. This includes day camps approved to provide PFCC services. Because of these new Federal requirements, ODJFS is changing the requirements for approved child day camps.

New Policy:
In addition to accreditation by the ACA, all child day camps that wish to be approved to provide PFCC services will have a pre-approval inspection by ODJFS and must follow all of the health and safety requirements in rule. After the initial approval, all child day camps must annually register and apply to renew their approval and shall be inspected by ODJFS at least once per season.

The following rules and forms will be effective April 16, 2018.

New and Amended Rules:

- 5101:2-18-01 "Definitions for registered and approved child day camps" has been rescinded and replaced to amend the language under the "Child Day Camp" definition and add definitions of words and phrases found throughout the new rules.
- 5101:2-18-02 "Requirements for child day camp registrations" is a new rule that sets forth the requirements for day camps to register with ODJFS by March 15 of each year. This annual registration must be completed in the Ohio Child Licensing and Quality System (OCLQS). These requirements were previously found in rule 5101:2-18-03 of the Ohio Administrative Code.

5101:2-18-03 "Application for approved child day camps" is a new rule that sets forth the application process and required documents for a child day camp to be approved in order to provide PFCC services, as well as the information that must be kept current in OCLQS and the provider portal.

5101:2-18-04 "Compliance inspection and complaint investigation of an approved child day camp" is a new rule that sets forth the guidelines for compliance inspections and complaint investigations and the process to request a review of inspection findings for approved child day camps.

5101:2-18-05 "Child day camp administrator requirements for an approved child day camp" is a new rule that sets forth the responsibilities of an approved child day camp administrator, and includes the records that are required for each enrolled child.

5101:2-18-06 "Lead counselor, junior counselor, counselor-in-training and employee requirements in an approved child day camp" is a new rule that sets forth the requirements for employees and child day camp staff members.

5101:2-18-07 "Background check requirements for an approved child day camp" is a new rule that sets forth the requirements for owner, administrator, employee and child day camp staff members background checks including how to obtain the check, which records are included, prohibited offenses and rehabilitation standards for crimes.
"Training and professional development requirements for an approved child day camp" is a new rule that sets forth the types of trainings and professional development topics required for administrators and child day camp staff, hours required and how trainings are documented.

"Supervision of children and ratios for an approved child day camp" is a new rule that sets forth the ratio and supervision requirements as well as attendance documentation for approved child day camps.

"Emergency, disaster and health-related plans for an approved child day camp" is a new rule that sets forth the disaster plan and serious incident requirements for approved child day camps.

"Administering medication and caring for children with special health needs at an approved child day camp" is a new rule that sets forth the requirements for administration of prescription and non-prescription medication, documentation requirements and requirements for children with special needs. **Note: there is an error in paragraph (A)(7) of this rule. This paragraph should refer to paragraphs (A)(5) and (A)(6). This will be assessed as follows: Non-prescription topical products like those listed in (A)(7) do not need the written parental permission required in paragraph (A)(5) nor the written documentation required paragraph (A)(6).**

"Transportation and field trip safety for an approved child day camp" is a new rule that sets forth the requirements for trips, drivers, vehicles and vehicle inspections for approved child day camps.

"Safe and sanitary equipment and environment in an approved child day camp" is a new rule that sets forth the safety requirements, including swimming and water safety, as well as the sanitary requirements for approved child day camps.

**Rescinded Rules:**

"Programs that are exempt from being a registered or an approved child day camp" This rule is being rescinded because these requirements are found in Section 5104.021 of the Ohio Revised Code.

"Registration requirements for child day camps" The information from this rule has been moved in the rule 5101:2-18-02 of the Ohio Administrative Code.

**New Forms:**

JFS 01282 "Plan of Operation for Child Day Camp" is a new form that will be used to outline the child day camp's operational plan.

JFS 01283 "Request for Review for an Approved Child Day Camp" is a new form that will be used if an approved child day camp wishes to request a review of an ODJFS finding on inspection.

**Obsolete Forms:**

JFS 01258 "Child Day Camp Registration." This is being rescinded because registration is now completed directly in OCLQS.

**Implementation**

Registered camps

All day camps will continue to utilize OCLQS to register by March 15 of each year. Approval for publicly funded child care

Day camps that want to provide publicly funded child care will register via OCLQS and request approval for PFCC.

**Applications for approval submitted prior to April 16, 2018 (prior to the effective date of the rules):** Camps that register and request approval prior to the effective date of the rules will have to provide documentation of accreditation by ACA and must follow this transition plan:

- **Inspections:** There will not be a pre-approval inspection, but all approved camps will have an inspection during the summer of 2018 to assess compliance with the new rules.
- **Ohio Professional Registry (OPR) profile:** All administrators, employees, and child care staff members hired prior to the effective date of the rules will have until July 1, 2018 to create a profile in the OPR. Administrators, employees, and child care staff members hired on or after
April 16, 2018 will need to create the profile by their first day of employment as required in the rules.

- **Pre-camp orientation**: The owner or owner's authorized representative will have until July 1, 2018 to complete the pre-camp orientation.
- **Staff orientation**: All administrators and child care staff members hired prior to April 16, 2017 will have until July 1, 2018 to complete the mandated trainings. Administrators and child care staff members hired on or after April 16, 2018 will need to complete the orientation training within 30 days of hire as required in the rules.
- **First aid, communicable disease and CPR training**: Camps will have until July 1, 2018 to ensure that at least one person at each site has these trainings.
- **Child abuse overview**: All administrators and child care staff members hired prior to April 16, 2018 will have until July 1, 2018 to complete the one-hour child abuse overview. Administrators and child care staff members hired on or after April 16, 2018 will need to complete the training within 30 days of hire as required in the rules.

**Applications for approval submitted on or after April 16, 2018 (on or after the effective date of the rules):**

Camps that request approval on or after the effective date of the rules will follow all of the requirements in the new rules.

**Background Checks for All Approved Camps (regardless of when the application was submitted):** Anyone required to have a background check who is hired prior to April 16, 2018, shall have until July 1, 2018 to submit the JFS 01175 "Request for a Background Check for Child Care" along with copies of the existing criminal records check results on file at the camp to ODJFS for review. If either the Bureau of Criminal Investigation (BCI) or Federal Bureau of Investigation (FBI) checks have expired or will expire prior to July 1, 2018, the individual shall follow the new background check process and submit fingerprints and the JFS 01175 to ODJFS prior to the individual working this summer or the expiration of the checks, whichever is first. Anyone required to have a background check who is hired on or after April 16, 2018, shall comply with the timelines and processes outlined in rule.

**Pre-Camp Orientation and Staff Orientation Training**: Because of an issue with the tool that feeds the training to the Ohio Professional Registry (OPR), these trainings are not yet available in the OPR. This, paired with provider feedback, has led ODJFS to review the issue and create an alternative process for these training requirements to be met. The trainings will be available on the ODJFS website at: [http://jfs.ohio.gov/cdc/daycamps.stm](http://jfs.ohio.gov/cdc/daycamps.stm).

Full instructions for the trainings will also be available there. These processes will continue until the training tool issues are resolved and the trainings are available in the OPR.

- **Pre-Camp Orientation**: Once the training is complete, applicants will follow the directions on the website, and at the end of the training, to print and submit documentation of completion to prelicensing@jfs.ohio.gov along with the OPIN number associated with their OPR profile. ODJFS will then document completion of the pre-licensing training in the OPR so that the applicant is able to begin the application process in OCLQS.
- **Staff Orientation**: Once the training is complete, staff member will follow the directions on the website, and at the end of the training, to print the documentation for their file.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.
TO: Child Care Day Camp Manual Holders  
FROM: Cynthia C. Dungey, Director  
SUBJECT: Amendments to Child Day Camp Registration Rule and Form

This letter transmits amendments to Ohio Administrative Code (OAC) rule 5101:2-18-03, "Registration requirements for child day camps" and the JFS 01258 "Child Day Camp Registration" form that govern the registration of child day camps. This rule and form will be effective November 1, 2015.

Background:  
The Ohio Department of Job and Family Services (ODJFS) requires all child day camps to register on a yearly basis.

New Policy:  
OAC rule 5101:2-18-03 was amended to reflect the new revision date of the JFS 01258.
Child Care Day Camp Manual Transmittal Letter No. 5
July 23, 2014

TO: All Child Care Day Camp Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Amendments to Child Day Camp Rules and Forms

This letter transmits amendments to rules and forms that govern the registration and approval of child day camps.

Background:
The Ohio Department of Job and Family Services (ODJFS) currently registers and approves child day camps. Policy requires all child day camps to register with ODJFS on a yearly basis. Child day camps that wish to serve publicly funded children must either be inspected and approved by ODJFS or accredited by the American Camp Association (ACA).

New Policy:
Due to low numbers of child day camps inspected and approved by ODJFS and in order to implement licensing efficiencies, ODJFS will no longer inspect and approve child day camps. Day camps that are interested in providing publicly funded child care must be accredited by the ACA or another nationally recognized accrediting body. All child day camps will continue to register annually with ODJFS.

The following rules and form will be effective July 20, 2014:

Rule 5101:2-18-01, "Definitions for registered and approved child day camps" has been amended to update the definition of approved child day camp.

5101:2-18-02, "Programs that are exempt from being a registered or an approved child day camp" was amended to remove "when ODJFS has determined that the rules governing the child day camp are equivalent to or exceed the rules in Chapter 5101:2-18 of the Administrative Code" from paragraph (A)(4).

Rule 5101:2-18-03, "Requirements for registered child day camps" has been amended with the updated JFS 01258 revision date. The title of the rule has also been amended.

The following rules and form will be rescinded:

Rule 5101:2-18-04, "Application and fee required for approved child day camps."
Rule 5101:2-18-05, "Inspection of approved child day camps."
Rule 5101:2-18-06, "Issuance and renewal of approvals for child day camps."
Rule 5101:2-18-07, "Complaint investigations of approved child day camps investigations."
Rule 5101:2-18-08, "Denial and termination of approval for child day camps."
Rule 5101:2-18-09, "Environmental health inspections for approved child day camps."
Rule 5101:2-18-10, "Requirements for personnel in approved child day camps."
Rule 5101:2-18-10.1, "Statement of nonconviction and criminal records checks for approved child day camps."
Rule 5101:2-18-11, "Training requirements for program personnel in approved child day camps."
Rule 5101:2-18-12, "Requirements for supervision of children in approved child day camps."
Rule 5101:2-18-13, "Requirements for program activities in approved child day camps."
Rule 5101:2-18-14, "Requirements for field trips from approved child day camps."
Rule 5101:2-18-15, "Requirements for health care and medication administration in approved child day camps."
Rule 5101:2-18-17, "Requirements for first aid supplies in an approved child day camp."
Rule 5101:2-18-18, "Requirements for the care of children with special needs in an approved child day camp."
Rule 5101:2-18-19, "Information for parents of children attending approved child day camps."
Rule 5101:2-18-20, "Requirements for records of children in approved child day camps."
Rule 5101:2-18-21, "Safety requirements in approved child day camps."
Rule 5101:2-18-22, "Behavior management for children in approved child day camps."
Rule 5101:2-18-23, "Medical emergency procedures in approved child day camps."
Rule 5101:2-18-24, "Food preparation in approved child day camps."
Rule 5101:2-18-25, "Vehicle safety and driver training in approved child day camps."
JFS 01259 "Application for child day camp approval."
TO: All Child Care Day Camp Manual Holders
FROM: Douglas E. Lumpkin, Director
SUBJECT: Revisions to Day Camp Rule for Registration Requirement

This letter transmits revisions to rule 5101:2-18-03 of the Administrative Code.

Rule 5101:2-18-03 entitled "Requirements for registered day camps" is being amended to clarify rule language and to change the revision date of a form.

If you have questions or concerns, please contact the OFC Help Desk toll free at 1-866-886-3537, option 4.

INSTRUCTIONS: The following chart identifies the material that needs to be added to the Child Care Day Camp Manual (CCDM).

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To: All Child Care Day Camp Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Child Day Camp Rule Amendment  

May 4, 2009

This letter transmits an amendment to rule 5101:2-18-21 "Safety requirements in approved child day camps." This amendment corrects an error in paragraph (N) that was made during the rule-filing process. The term "campers" now reads "children." This change will be effective on June 1, 2009.

The electronic version of the Child Care Day Camp Manual is located at: http://emanuals.odjs.state.oh.us/emanuals. The current version of this manual should be utilized by all providers of child day camp services in registered camps and approved camps. A current and updated copy of the manual should be accessible at all times to staff.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

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To: All Child Care Day Camp Manual Holders  
All Child Care Manual Holders  

From: Douglas E. Lumpkin, Director  

Subject: Child Day Camp Rule Amendments and Form Revisions  

This letter transmits amendments to the rules and a form that govern the approval of child day camps, Chapter 5101:2-18 of the Administrative Code. The changes to the rules and forms are a result of the agency's rule review process that requires all rules to be reviewed at least every five years. These changes will be effective on April 1, 2009.  

Following is a summary of the rule revisions:  

Rule 5101:2-18-01 entitled Definitions for registered and approved child day camps has been amended to change the title, add two definitions and clarify language.  

Rule 5101:2-18-02 entitled Programs that are exempt from being a registered or an approved child day camp has been amended to change the title and clarify language.  

Rule 5101:2-18-03 entitled Requirements for registered child day camps has been amended to change the title and clarify language.  

Rule 5101:2-18-04 entitled Application and fee required for approved child day camps has been amended to change the title and clarify language.  

Rule 5101:2-18-05 entitled Inspection of approved child day camps has been amended to change the title and clarify language.  

Rule 5101:2-18-06 entitled Issuance and renewal of approval for child day camps has been amended to change the title, add a required form and to clarify language.  

Rule 5101:2-18-07 entitled Complaint investigation procedures for approved child day camps had been amended to change the title and clarify language.  

Rule 5101:2-18-08 entitled Denial, suspension and termination of approval for child day camps has been amended to change the title, add a provision for suspension and to clarify language.  

Rule 5101:2-18-09 entitled Environmental health inspections for approved child day camps has been amended to change the title and clarify language.  

Rule 5101:2-18-10 entitled Requirements for personnel in approved child day camps has been amended to change the title, add a required form, specify requirements for criminal background checks and to clarify language.  

Rule 5101:2-18-10.1 entitled Statement of Nonconviction and Criminal Records Checks for Approved Child Day Camps is a new rule that establishes requirements for criminal record checks for camp employees and rehabilitation standards.  

Rule 5101:2-18-11 entitled Training requirements for program personnel in approved child day camps has been amended to change the title, add requirements for training and performance review procedures and to clarify language.  

Rule 5101:2-18-12 entitled Requirements for supervision of children in approved child day camps has been amended to change the title and clarify language.  

Rule 5101:2-18-13 entitled Requirements for program activities in approved child day camps has been amended to change the title, define specialized activities, define staff responsibilities and to clarify language.
Rule 5101:2-18-14 entitled Requirements for field trip from approved child day camps has been amended to change the title, add requirements for the use of seat belts and to clarify language.

Rule 5101:2-18-15 entitled Requirements for health care at approved child day camps has been amended to change the title, to add requirements for medication and to clarify language.

Rule 5101:2-18-16 entitled Medication has been rescinded and the requirements for medication are now in rule 5101:2-18-15.

Rule 5101:2-18-17 entitled Requirements for first aid supplies at approved child day camps has been amended to change the title, add new requirements for the first aid kit and to clarify language.

Rule 5101:2-18-18 entitled Requirements for the care of children with special needs at approved child day camps has been amended to change the title and clarify language.

Rule 5101:2-18-19 entitled Admission procedures for approved child day camps has been amended to change the title and clarify language.

Rule 5101:2-18-20 entitled Requirements for records of children in approved child day camps has been amended to change the title, add requirements for the written health record and to clarify language.

Rule 5101:2-18-21 entitled Safety requirements in approved child day camps has been amended to change the title and clarify language.

Rule 5101:2-18-22 entitled Behavior management for children in approved child day camps has been amended to change the title and clarify language.

Rule 5101:2-18-23 entitled Medical emergency procedures in approved child day camps has been amended to change the title and clarify language.

Rule 5101:2-18-24 entitled Food preparation in approved child day camps has been amended to change the title, add a requirement for supplemental foods and to clarify language.

Rule 5101:2-18-25 entitled Vehicle safety and driver training has been rescinded and replaced with a new rule entitled Vehicle safety and driver training in approved child day camps. The new rule adds additional requirements for the operation and maintenance of vehicles used to transport children and driver training requirements.

JFS 01326 "Statement of Nonconviction for Approved Child Day Camps" is a new form to meet the requirements of 5101:2-18-10.1.

The electronic versions of the Child Care Manual and the Child Day Camp Manual are located at: http://emanuals.odjfs.state.oh.us/emanuals. Current versions of these manuals should be utilized by all providers of child day camp services in registered camps and approved camps. A current and updated copy of the manual should be accessible at all times to staff.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following charts identify the material that needs to be removed from and inserted into the Child Care Day Camp Manual (CCDM) and the Child Care Manual (CCM).

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To: All Child Care Manual Holders  
From: Douglas E. Lumpkin, Director  
Subject: Introduction of new Child Care Day Camp Manual

This letter transmits the creation of a new manual for child care day camps. All rules, future manual transmittal letters and procedure letters for child care day camps will now be placed into the newly created Child Care Day Camp Manual (CCDM). Previously released manual transmittal letters and manual procedure letters will remain in the current Child Care Manual (CCM). All forms will be available in the appendix link in the CCDM.

The electronic version of the Child Care Day Camp Manual is located at: [http://emanuals.odjfs.state.oh.us/emanuals](http://emanuals.odjfs.state.oh.us/emanuals). The manual contains all rules, transmittal letters and procedure letters that the department has issued to child care day camps. A current version of this manual should be utilized by all providers in all registered and approved child care day camps. A current and updated copy of the manual should be accessible at all times to all providers.

Please contact the Help Desk for the Office for Children and Families at 1-866-886-3537, option 4 if you have any questions.

INSTRUCTIONS: The following chart identifies the material that needs to be removed from the Child Care Manual (CCM) and inserted into the Child Care Day Camp Manual (CCDM).

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**CCDM Rules**

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Background: Ohio Administrative Code rule 5101:2-18-02 outlines the process for Ohio child day camps to register with the Ohio Department of Job and Family Services (ODJFS). Registrants must send the JFS 01258 "Child Day Camp Registration" along with a twenty-five dollar fee to ODJFS each year no later than March 15. Owners of multiple camps pay twenty-five dollars for each, but not more than two hundred fifty dollars total.

New Procedure: Beginning February 15, 2017, Child Day Camps must register and pay the annual fee via the Ohio Child Licensing and Quality System (OCLQS) at https://oclqs.force.com. OCLQS will assign the owner of each program a new user ID, using the owner’s email address as identified in the old licensing system from the previous Child Day Camp Registration. In this email the owner will receive a temporary password, along with a validation link. Links to register and pay fees will be located on the home page. Owners will then be responsible for:

- Validating the email address in order to log into OCLQS.
- Once logged in, assigning access to their employees, if applicable.

Registrations are effective for the period of March 15th through March 14th of the following year. Registration of child day camps issued after March 15th shall be effective from the date of registration through March 14th of the following year. Any paper registration received after the effective date of this letter will be returned.

Form to be Made Obsolete: JFS 01258 "Child Day Camp Registration." This form is being made obsolete because the registration will be completed in OCLQS.
"Adult" means an individual who is at least eighteen years of age.

"Advanced practice registered nurse (APRN)" means a certified registered nurse anesthetist, clinical nurse specialist, certified nurse-midwife or certified nurse practitioner under Chapter 4723. of the Revised Code. This was previously called advanced practice nurse (APN).

"Approved child day camp" means a child day camp that is approved by the Ohio department of job and family services (ODJFS) to enter into a provider agreement to provide publicly funded child care pursuant to rule 5101:2-16-44 of the Administrative Code.

1. Approved child day camps shall meet one of the following requirements:
   (a) Be accredited by the American camp association (ACA).
   (b) Be accredited by any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services has determined are substantially similar and comparable to those of the ACA.

2. Approved child day camps shall meet the requirements in sections 5104.21 and 5104.22 of the Revised Code, and Chapter 5101:2-18 of the Administrative Code.

"Certified nurse practitioner (CNP)" means a registered nurse who holds a valid certificate of authority issued under Chapter 4723. of the Revised Code that authorizes the practice of nursing as a CNP in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.

"Child day camp" means a program in which only school-age children attend or participate. The child day camp's program shall meet the following requirements:

1. The child day camp shall operate no longer than seven hours per day. The seven hours do not include transportation time from a child's home to the child day camp and from a child day camp to a child's home, and does not include transportation to and from pick-up and drop-off sites which are not the child's home.
   (a) The program may schedule one or more overnight activities in conjunction with its child day camp operation.
   (b) The child day camp may serve children for more than twenty-four consecutive hours while also serving school children who attend seven or fewer hours per day.

2. The child day camp shall operate only during one or more public school district's regular vacation periods or for no more than fifteen weeks during the summer.

3. The child day camp shall operate outdoor activities for all children who participate in the program for a minimum of fifty per cent of each day that children attend or participate in the program, except for any day when hazardous weather conditions prevent the program from operating outdoor activities for a minimum of fifty per cent of that day.

"Child day camp administrator" means the individual who holds overall responsibility for administration of the child day camp. The administrator and the owner may be the same person. The administrator is also a child day camp staff member.

"Child day camp owner" includes a person, firm, organization, institution or agency who operates a child day camp.

"Child day camp staff member" means any individual employed by an approved child day camp who is responsible for the care and supervision of the children.
"Employee" means a person who is at least fifteen years old, receives compensation for duties performed at an approved child day camp or has assigned work hours or duties at an approved child day camp.

"Field trips" means infrequent or irregularly scheduled excursions from the camp.

"Hazardous weather conditions" means winds of twenty miles per hour or greater, continuous or heavy rain, hail, extreme temperatures, lightening or tornado warnings or watches within a twenty mile radius of a child day camp activity site.

"Medication" means any substance or preparation which is used to prevent or treat a wound, injury, infection, infirmity or disease. This includes medication that is over the counter, or prescribed or recommended by a physician or advance practice nurse certified to prescribe medication and permitted by the parent for administration or application.

"Natural bodies of water" mean any river, stream, creek or spring or any natural or man-made lake or pond.

"On-site" means to be at a primary use space where regular child day camp programming takes place.

"Operate a child day camp" means to operate, establish, manage, conduct, or maintain a child day camp.

"Parent" means the father or mother of a child, an adult who has legal custody of a child, an adult who is the guardian of the child, or an adult who stands in loco parentis with respect to a child, and whose presence in the home is needed as the caretaker of the child. Parent has the same meaning as "caretaker parent" as defined in section 5104.01 of the Revised Code.

"Physician" means a person issued a certificate to practice in accordance with Chapter 4731. of the Revised Code or rules adopted by the state medical board of a comparable body in another state.

"Physician assistant (PA)" means a person who has obtained a valid certificate to practice in accordance with Chapter 4730. of the Revised Code or rules adopted by the state medical board of another state.

"Primary use space" means any space, including buildings and/or tracts of land, that is used by the child day camp at least seventy per cent of the day for programming purposes involving the enrolled children. Primary use spaces do not include areas that are not owned, rented or operated by the camp such as field trip locations or routine trip locations.

"Primitive campsite" means any outdoor space in a natural environment without access to electricity, water supply systems, central food service, sewage treatment facilities and/or housing.

"Public children services agency (PCSA)" means an entity specified in section 5153.02 of the Revised Code that has assumed the powers and duties of the children services function prescribed by Chapter 5153. of the Revised Code for a county.

"Registered child day camp" means a camp that has completed and submitted a registration and fee to ODJFS for the purpose of reporting the operation of a child day camp. Registered child day camps are assigned a registration number and are included in the ODJFS searchable database of child care providers in the state of Ohio. Registered child day camps must abide by rule 5101:2-18-02 of the Administrative Code, but are not considered "approved child day camps" and are not required to abide by the rules in Chapter 5101:2-18 of the Administrative Code that refer to camps approved to provide publicly funded child care.

"Routine trips" means repeated excursions off the child day camp premises which regularly occur on a previously scheduled basis with parental permission.

"School-age child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above but is less than fifteen years old, unless the child meets the definition of special needs as defined in this rule.

"Special needs" means providing child care services to a child who is under eighteen years old who does not function according to age appropriate expectations in one or more of the following areas of
development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral
development, or the child has chronic health issues. The child's delays/condition(s) affect development
to the extent that the child requires special adaptations, modified facilities, program adjustments or
related services on a regular basis in order to function in an adaptive manner.

(Z) "Specialized activities" means those camp program activities that meet one or more of the following:

1. Require a specialized skill set or knowledge.
2. Use equipment, animals or tools that require supervision by a person skilled in their use.
3. Involve the use of fire or the use of heat-producing equipment or substances.
4. Require injury-protection equipment, such as, but not limited to, helmets, goggles or padding.
5. Consist of specific sport related programs only, such as, but not limited to, baseball, lacrosse, soccer, etc.

(AA) "Summer" means the first Sunday after the last Saturday in May through the Saturday before the first
Sunday in September.

Replaces: 5101:2-18-01
Effective: 4/16/2018
Five Year Review (FYR) Dates: 04/16/2023
Certification: CERTIFIED ELECTRONICALLY
Date: 03/29/2018
Promulgated Under: 119.03
Statutory Authority: 5104.21, 5104.22
Rule Amplifies: 5104.21, 5104.22
Prior Effective Dates: 03/16/1993 (Emer.), 09/01/1993, 04/01/2009, 07/20/2014
A person shall not operate a child day camp without annually registering with the Ohio department of job and family services (ODJFS) unless the child day camp meets the exemption criteria in section 5104.21 of the Revised Code.

The person operating a child day camp shall register the camp by completing and submitting a registration and fee online in the Ohio child licensing and quality system (OCLQS) at https://oclqs.force.com by March fifteenth annually.

1. The fee shall be twenty-five dollars per camp, not to exceed two hundred fifty dollars for all camps, pursuant to section 5104.21 of the Revised Code.

2. The fee is nonrefundable and nonreturnable. This registration shall be effective for the period of March fifteenth of the current year through March fourteenth of the following calendar year.

3. Registration of a new child day camp after March fifteenth shall be effective from the date of registration through March fourteenth of the following year.

A child day camp administrator or a designated staff member shall provide the parents of each child who attends or participates in the registered child day camp with the telephone numbers of the county department of health or local health district and the public children services agency of the county in which the day camp is located, and a statement that the parents may use these telephone numbers to make a complaint regarding the child day camp.

If a child day camp that is required to register under section 5104.21 of the Revised Code fails to register with ODJFS, or if a child day camp that files a registration form knowingly provides false or misleading information, the child day camp shall register correctly and pay a registration fee equal to three times the registration fee.
Appendix A, Required Documents for an Application for an Approved Child Day Camp

(A) What is the application process to establish or operate an approved child day camp?

The owner or owner's representative shall:

1. Obtain accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.

2. Complete a professional registry profile for the child day camp owner through the Ohio professional registry (OPR) at https://login.occrra.org/opr.

3. Complete the required pre-camp orientation training in the OPR. The orientation training shall have been taken within two years prior to the application date.

4. Complete and submit a registration pursuant to rule 5101:2-18-02 of the Administrative Code.

5. Complete and submit the application for an approved child day camp online in the Ohio child licensing and quality system (OCLQS) at https://oclqs.force.com.

   a. The application is considered complete when the applicant has uploaded all documentation outlined in appendix A of this rule.

   b. The application must be completed by April fifteenth of the year the camp wishes to be approved to receive public funds. Completed applications received by ODJFS after April fifteenth may not be approved by the beginning of that summer.

   c. Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being approved.

6. Comply with an initial pre-approval inspection by ODJFS.

(B) How long is a child day camp approved?

A child day camp shall be approved until March fourteenth of the following year, unless one of the following occurs:

1. The approval is terminated for noncompliance with section 5104.21 or 5104.22 of the Revised Code or Chapter 5101:2-16 or 5101:2-18 of the Administrative Code.

2. The approved child day camp fails to maintain accreditation by the ACA or similar accrediting body approved by ODJFS.

3. The camp changes ownership or the primary use space as defined in rule 5101:2-18-01 of the Administrative Code is moved to a new address.

4. The approved child day camp notifies ODJFS in writing of its voluntary withdrawal from the approval process.

(C) What are the requirements once an approval has been issued?

At the time the child day camp receives its approval, the child day camp shall complete and submit a provider agreement and all information required pursuant to rule 5101:2-16-44 of the Administrative Code in the provider portal at http://jfs.ohio.gov/cdc/CCIDS.stm. This information shall be submitted before the first day publicly funded child care services are provided.

(D) What are the requirements to renew an approval for a child day camp?

1. Prior to the expiration of the current approval period, the child day camp shall complete and submit an application and registration in OCLQS.
Approvals shall be renewed without a pre-approval inspection unless:

(a) The child day camp moves to a new primary use space as defined in rule 5101:2-18-01 of the Administrative Code.
(b) The child day camp changes ownership.
(c) The child day camp does not complete and submit an application and registration in OCLQS by March fifteenth of the following year.

Approvals that have been renewed shall have at least one unannounced inspection by ODJFS per camp season.

What if the child day camp loses its ACA accreditation or its accreditation by any nationally recognized organization that has been approved by ODJFS?

(1) The approved child day camp shall notify ODJFS within twenty-four hours of losing its accreditation.
(2) Approval shall be removed pursuant to paragraph (F) of this rule.

What happens if approval is denied or removed by ODJFS?

(1) If ODJFS denies or removes an approval for non-compliance of section 5104.21 of the Revised Code, Chapter 5101:2-16 of the Administrative Code or Chapter 5101:2-18 of the Administrative Code, the child day camp may not provide publicly funded child care services.
(2) If an approval is removed, another approval shall not be issued to the owner of the child day camp until the child day camp complies with those sections and rules, or for a period of two years from the date the approval was removed, whichever period is longer.

What information shall the child day camp keep current in OCLQS?

(1) Mailing address.
(2) Telephone number.
(3) Email address.
(4) Days and hours of operation.
(5) Services offered.
(6) Name of administrator.
(7) Name of program.

What information shall the child day camp keep current in the provider portal?

Private pay rates shall be kept current in the provider portal.

What if the individual listed as an owner on the JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015) changes?

The approved child day camp shall complete an updated JFS 00598 and submit online at https://oclqs.force.com within thirty days of the change.

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Five Year Review (FYR) Dates: 04/16/2023
Certification: CERTIFIED ELECTRONICALLY
Date: 03/29/2018
Promulgated Under: 119.03
Statutory Authority: 5104.21, 5104.22
Rule Amplifies: 5104.21, 5104.22
How many inspections are required for approved child day camps?

(A) At least one inspection prior to the initial issuance of a child day camp approval.

(B) The camp shall comply with at least one inspection each summer the camp renews after the initial issuance of approval.

(C) Any complaint investigations involving the child day camp.

Will inspections be announced or unannounced?

All inspections may be unannounced.

What is required of an approved child day camp for an inspection and/or complaint investigation?

The approved child day camp shall allow the Ohio department of job and family services (ODJFS) to:

(1) Complete an inspection of all areas where children have access, and all areas used to verify compliance with Chapter 5101:2-18 of the Administrative Code and Chapter 5104. of the Revised Code.

(2) Review required records and documentation, including any documentation required for accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that ODJFS has determined to be substantially similar to those of the ACA.

(3) Document findings in writing or in photographs or by any other means.

(4) Interview or take statements from any of the following:

(a) Building inspectors, fire department inspectors, sanitarians, public health or other state or local officials.

(b) Neighbors.

(c) Parents and relatives of children enrolled at the approved child day camp.

(d) Staff of the public children services agency (PCSA).

(e) Anyone mentioned by the complainant.

(f) Law enforcement personnel.

(g) Current and past child day camp employees.

(h) Other witnesses.

What are additional requirements for an approved child day camp as a result of an inspection and/or complaint investigation?

The approved child day camp shall:

(1) Provide materials in the Ohio child care licensing and quality system (OCLQS) addressing non-compliances detailed in the inspection report within the time frame requested in the inspection report.

(2) Not misrepresent, falsify or withhold information from ODJFS.

What if the approved child day camp does not agree with ODJFS findings?

The approved child day camp shall:

(1) Complete and submit a JFS 01283 "Request for Review for an Approved Child Day Camp" (4/2018) with any applicable documentation.
(2) The request and documentation shall be submitted within seven business days from the receipt of the inspection report.

(F) Are child day camp inspection records available to the public?

(1) Inspections may be viewed at http://childcaresearch.ohio.gov/.

(2) An individual may submit a written request to ODJFS for a copy of the child day camp's record.

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Five Year Review (FYR) Dates: 04/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 03/29/2018

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.21, 5104.22
(A) What are the duties of the child day camp administrator of an approved child day camp?

The child day camp administrator shall:

1. Be responsible for the daily operation of the approved child day camp and for maintaining compliance with Chapter 5101:2-18 of the Administrative Code.

2. Be on-site a minimum of one-half of the hours that the approved child day camp is in operation during the week, or forty hours per week, whichever is less.

3. Be on-site at least twenty hours per week during the hours of seven a.m. to six p.m., Monday through Friday, for approved child day camps that are in operation on the weekends and/or evenings/overnights, as well as during the week. If there is more than one child day camp administrator, at least one must meet this requirement.

4. Be responsible for the creation, maintenance and implementation of the policies and procedures detailed in appendix A to this rule. Nothing in these policies shall conflict with Chapter 5104. of the Revised Code or Chapter 5101:2-16 or 5101:2-18 of the Administrative Code. A copy of these policies and procedures shall be available at the primary use space.

5. Provide the parents and all employees with the policies and procedures in appendix A to this rule.

6. Provide the information in appendix B to this rule to the parent(s) of children enrolled at the approved child day camp.

7. Have available on-site a written list of all employees and child day camp staff members, including their dates of hire, positions, scheduled hours, and the names of the groups for which child day camp staff members are responsible.

8. Complete a professional registry profile for the child day camp administrator through the Ohio professional registry (OPR) at https://login.occrra.org/opr.

9. Ensure that each employee and child day camp staff member is registered in the OPR by the first day of employment.

10. Ensure that observations are completed for all junior counselors by a child day camp staff member that is in a supervisory role, pursuant to paragraph (B)(3) of rule 5101:2-18-06 of the Administrative Code.

11. Have a file available on-site for each enrolled child by the child's first day of attendance which shall include:

   a) The child's name, age and birthdate.

   b) Emergency contact names and telephone numbers.

   c) The name, address and telephone number of the child's primary care physician.

   d) A medical care plan if necessary pursuant to paragraph (C) of rule 5101:2-18-11 of the Administrative Code.

(B) What if a child day camp administrator is not on the premises?

1. A child day camp staff member who is at least eighteen years of age shall be designated as the person in charge and be on the premises.
(2) The designated person in charge shall handle all emergencies and have access to all records required by Chapters 5101:2-16 and 5101:2-18 of the Administrative Code.

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Date: 03/29/2018
Promulgated Under: 119.03
Statutory Authority: 5104.21, 5104.22
Rule Amplifies: 5104.21, 5104.22
What are the requirements for a lead counselor in an approved child day camp?

A lead counselor is considered a child day camp staff member as defined in rule 5101:2-18-01 of the Administrative Code. A lead counselor shall:

1. Be at least eighteen years of age.
2. Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
3. Complete a professional registry profile through the Ohio professional registry (OPR) at https://login.occrra.org/opr by the first day of employment.

What are the requirements for a junior counselor in an approved child day camp?

A junior counselor is considered a child day camp staff member as defined in rule 5101:2-18-01 of the Administrative Code. A junior counselor shall:

1. Be at least sixteen years of age.
2. Be at least two years older than the group of children with whom they are working.
3. Demonstrate the ability to handle groups of children independently through observations by staff in supervisory roles.
4. Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
5. Complete a professional registry profile through the Ohio professional registry (OPR) at https://login.occrra.org/opr by the first day of employment.

What are the requirements for a counselor-in-training in an approved child day camp?

A counselor-in-training shall be considered a child in care and shall:

1. Be at least twelve years of age and no more than fifteen years of age.
2. Be part of a structured volunteer program at the camp that offers leadership and work experience opportunities for older school-agers.
3. Be included in staff/child ratios as a child, not a staff member.
4. Not be left alone with children.
5. Not be considered an employee or child care staff member, and not subject to the background check requirements in rule 5101:2-18-07 of the Administrative Code.

What are the requirements for an employee in an approved child day camp?

An employee at an approved child day camp is not considered a child day camp staff member and cannot be left alone with children. An employee shall:

1. Be at least fifteen years of age.
2. Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
3. Complete a professional registry profile through the Ohio professional registry (OPR) at https://login.occrra.org/opr by the first day of employment.

What are the orientation requirements for child day camp staff members, including administrators, in an approved child day camp?
(1) All child day camp staff members including administrators shall complete an online pre-camp orientation prescribed by ODJFS within thirty days of starting employment, unless the staff member has documentation of completion of the training after the effective date of this rule.

(2) Completion of training shall be documented with verification from the OPR.

(3) The online orientation may be used for up to five hours of professional development for child day camp staff members pursuant to rule 5101:2-18-08 of the Administrative Code.

(4) Child day camp staff members may be used in ratio, but may not have sole care of the children until the pre-camp orientation is completed.

(5) Any staff members including administrators employed prior to the effective date of the rule shall complete training by July 1, 2018.

Effective: 4/16/2018

Five Year Review (FYR) Dates: 04/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 03/29/2018

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.21, 5104.22
Appendix A, Standards for Rehabilitation

(A) What records are included in a background check?
   (1) Bureau of criminal investigation (BCI) records pursuant to section 5104.013 of the Revised Code.
   (2) Federal bureau of investigation (FBI) records pursuant to section 5104.013 of the Revised Code.
   (3) National sex offender registry.
   (4) State sex offender registry.
   (5) Statewide automated child welfare system (SACWIS) records.

(B) Who shall have a background check?
   (1) An owner and administrator of an approved child day camp.
   (2) An employee of an approved child day camp as defined in rule 5101:2-18-01 of the Administrative Code.
   (3) A child day camp staff member as defined in rule 5101:2-18-01 of the Administrative Code.

(C) When is a background check required?
   (1) At initial application for approval of a child day camp.
   (2) Prior to the first day of employment for employees and child day camp staff members.
   (3) Every five years from the date of the most recent background check.

(D) How is a background check obtained?
The individual shall:
   (1) Complete and submit the JFS 01175 "Request for a Background Check for Child Care" (rev. 10/2017) to the Ohio department of job and family services (ODJFS) or the Ohio professional development registry (OPR) system generated equivalent.
   (2) Submit fingerprints electronically according to the process established by BCI, and have the results sent directly to ODJFS. Information on how to obtain a background check can be found at http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck.

(E) What if an individual previously resided in a state other than Ohio?
   (1) ODJFS will contact any states in which the individual resided in the previous five years to request the information required in paragraph (A) to this rule.
   (2) Any information received from other states will be reviewed and considered by ODJFS as part of the background check review pursuant to paragraph (F) of this rule.

(F) What makes an individual ineligible for employment?
   (1) A conviction or guilty plea to an offense listed in division (A)(5) of section 109.572 of the Revised Code, unless the individual meets the rehabilitation criteria in appendix A to this rule.
      (a) Section 109.572 of the Revised Code requires that this rule applies to records of convictions that have been sealed pursuant to section 2953.32 of the Revised Code.
      (b) A conviction or a plea of guilty to an offense listed in division (A)(5) of section 109.572 of the Revised Code is not prohibitive if the individual has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction
or guilty plea has been set aside pursuant to law. For purposes of this rule, "unconditional pardon" includes a conditional pardon with respect to which all conditions have been performed or have transpired.

(2) Being registered or required to be registered on the national or state sex offender registry or repository.

(3) The individual is identified in SACWIS as the perpetrator for a substantiated finding of child abuse or neglect in the previous ten years from the date on the JFS 01175 or the individual has had a child removed from their home in the previous ten years pursuant to section 2151.353 of the Revised Code due to a court determination of abuse or neglect caused by that specific individual.

(G) What happens after ODJFS completes the background checks on an individual?

(1) The approved child day camp will receive the JFS 01176 "Program Notification of Background Check Review for Child Care" (10/2017) from ODJFS and shall keep it on file.
   (a) For those individuals not eligible for employment, the approved child day camp shall not hire the individual or shall terminate them from employment immediately upon receipt of the JFS 01176.
   (b) Child day camp staff members shall not be left alone with children unless a JFS 01176 is on file at the child day camp.

(2) The individual will receive the JFS 01177 "Individual Notification of Background Check Review for Child Care" (10/2017) from ODJFS.
   (a) If the individual believes the information received is not accurate, the individual may directly contact the agency that contributed the questioned information.
   (b) If the individual disagrees with the employment eligibility decision made by ODJFS, a JFS 01178 "Request for Review of Background Check Decision for Child Care" (10/2017) shall be completed to request a review of the decision.

(H) What happens after an individual submits a JFS 01178 to ODJFS?

If an individual requests a review of a background check decision pursuant to paragraph (G)(2)(b) of this rule:

(1) The program shall not allow the individual to be on-site at the program during the review by ODJFS.

(2) If the individual is determined to be eligible for employment, the program may allow the individual to be employed and shall keep the updated JFS 01176 on file pursuant to paragraph (G)(1) of this rule.

(I) What are the background check requirements when an individual changes employment or adds an additional employer?

(1) Only the JFS 01175 is required if the individual meets all of the following:
   (a) The individual has a current background check determination by ODJFS completed in the previous five years pursuant to this rule.
   (b) The individual has been employed by an approved child day camp, child care center, type A home, type B home, a preschool or school-age program approved to provide publicly funded child care or certified as an in-home aide in the previous one hundred eighty consecutive days.

(2) Upon receipt of the updated JFS 01175, ODJFS will send the JFS 01176 based on the existing background check determination on file to the new employer.

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C O D M T L  7  
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Appendix A, Health Training Courses

(A) What are the training requirements for an approved child day camp?

(1) An approved child day camp shall have at least one staff member in each building or on grounds who can easily be contacted by any child or staff member during all hours of operation who is currently trained in the following (more than one person can be used to meet this requirement):

   (a) First aid.
   (b) Cardiopulmonary resuscitation (CPR) appropriate for school-age children.
   (c) Management of communicable disease.

(2) Physicians, physician's assistants (PA), registered nurses (RN), advanced practice registered nurses (APRN) and certified nurse practitioners (CNP) employed by the camp are exempt from the first aid, CPR and management of communicable disease training requirement, but may be used to meet the first aid, CPR and management of communicable disease coverage requirement.

(3) Each administrator and child care staff member shall complete the Ohio department of job and family services (ODJFS) one-hour child abuse overview, which is valid for two years. The overview shall be completed within thirty days of hire.

(B) What are the ongoing professional development training requirements for the administrator and lead counselors?

Complete a minimum of five clock hours of professional development training each fiscal year in any of the categories approved by the American camp association (ACA) or similar camp accrediting body approved by ODJFS. The fiscal year is defined as July first through June thirtieth.

(C) What verification is needed on file at the approved child day camp to document the completed training?

(1) The trainings shall be documented by one of the following:

   (a) Verification from the Ohio professional registry (OPR).
   (b) Training cards issued by organizations approved by ODJFS or the ACA or similar camp accrediting body approved by ODJFS for first aid, CPR or prevention, recognition and management of communicable disease.
   (c) The JFS 01276 "Health Training Documentation for Child Care" (rev. 12/2016).

(2) The on-going professional development shall be documented by one of the following:

   (a) Verification from OPR.
   (b) Transcript of completion of college courses from an accredited university, college or technical college.
      (i) One quarter credit hour equals ten clock hours of training.
      (ii) One semester credit hour equals fifteen clock hours of training.
   (c) Certificates indicating continuing education units (CEU). One CEU equals ten clock hours of training.
   (d) Certificates issued by ACA or a similar camp accrediting body approved by ODJFS.
   (e) The JFS 01307 "Professional Development Documentation for Child Care" (rev. 12/2016).
(f) Certificates issued by Ohio child welfare training centers.

(3) An approved child day camp administrator or owner shall, within five business days, provide current staff with copies of their training documentation upon request or upon separation from employment for any records not verified in the OPR.

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Appendix A, Allowable Discipline Techniques

(A) What are the requirements for staff/child ratios for an approved child day camp?

1. The approved child day camp shall ensure that the following day camp staff members/child ratios are maintained at all times:
   a. For children five to eleven years of age, a one to eighteen staff to child ratio is required.
   b. For children eleven to eighteen years of age, a one to twenty staff to child ratio is required.

2. Approved child day camp staff members shall not be counted in the staff/child ratio when engaged in duties or activities that interfere with supervision of children.

3. Children shall be organized and assigned to a group.
   a. A child with special needs shall be included in the group that best meets the child's developmental needs.
   b. Specific child day camp staff members shall be assigned and responsible for the care and supervision of the children in their group on a daily basis.

(B) What are the requirements for approved child day camps to keep an attendance record?

1. The program shall have written documentation of the following:
   a. The name and birth date of the child.
   b. The assigned group for the child.
   c. The child's weekly schedule.
   d. Each child shall be checked in upon arrival at camp and checked out when leaving for the day.

2. Attendance documentation for each day shall be kept in a place where child day camp staff have easy access at all times.

3. Written attendance records shall be kept on file at the approved child day camp for a period of one year.

4. Each group shall have a method for tracking the children in the group. This tracking method shall ensure that child day camp staff members know the whereabouts of the children they are responsible for at all times.

(C) What are the requirements for supervision by approved child day camp staff members?

Each child day camp staff member shall:

1. Leave no child unsupervised. Supervision means the child day camp staff members have knowledge of a child's needs and accountability for his or her care at all times. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately.

2. Ensure all children are within sight or hearing of child day camp staff members at all times. Within sight or hearing means without the use of mechanical devices such as video cameras or walkie talkies. The use of mirrors to view children in another area does not meet the supervision requirements of this rule.
(3) Not be under the influence of any substance that impairs the child day camp staff member’s ability to supervise children and/or perform duties. Illegal drugs and substances shall not be on the premises. Alcohol shall only be kept in areas not approved or used for children.

(4) Have immediate access at all times to a working telephone on the premises that is capable of receiving incoming calls and making outgoing calls.

(5) Only release a child to the parent or to a person who has previously been approved by the parent.

(6) Not permit children to be exposed to inappropriate language or media.

(D) What child guidance techniques shall be used in the approved child day camp?

(1) All child day camp staff members, including administrators and owners, shall follow appendix A to this rule regarding guidance techniques to be used with children.

(2) The approved child day camp shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent and shall be consistent with the requirements of this rule.

(E) What are the child abuse and/or neglect reporting requirements?

If the owner, administrator, employee or child day camp staff member suspects that a child has been abused or neglected, he or she shall immediately notify the public children services agency (PCSA).

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(A) What are the emergency and disaster plan requirements for an approved child day camp?

The approved child day camp shall develop a written emergency and disaster plan and make it available to all child day camp staff members and employees.

(1) The plan shall include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:

(a) Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding or earthquakes.

(b) Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism.

(c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats.

(d) Outbreaks, epidemics or other infectious disease emergencies.

(e) Loss of power, water or heat.

(f) Other threatening situations that may pose a health or safety hazard to the children at the day camp.

(2) The disaster plan shall include details for:

(a) Shelter in place or evacuation, how the approved child day camp will care for and account for the children until they can be reunited with the parent.

(b) Assisting children with special needs and/or health conditions.

(c) Reunification with parents.

(i) Emergency contact information for the parents and the approved child day camp.

(ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated.

(iii) Procedures for communicating with parents during loss of communication, including loss of phone service or internet availability.

(d) The location of supplies and procedures for gathering necessary supplies for children if required to shelter in place.

(e) What to do if a disaster occurs during the transport of children or when on a field trip or routine trip.

(f) Training of staff or reassignment of staff duties as appropriate.

(g) Updating the plan on a yearly basis.

(h) Contact with local emergency management officials.

(B) What is a serious incident?

(1) Death of a child at the approved child day camp.

(2) A child receives a bump or blow to the head that requires first aid or medical attention.

(3) An incident, injury or illness which requires a child to be removed by the parent or emergency services from the day camp for medical treatment, professional consultation or transportation for emergency treatment.
If a child is transported for emergency treatment the child’s health and medical records required by rule 5101:2-18-11 of the Administrative Code shall accompany the child.

The child day camp administrator or child day camp staff member shall stay with the child until the parent assumes responsibility for the child’s care.

An unusual or unexpected incident which jeopardizes the safety of a child or employee of an approved child day camp.

What does the approved child day camp do if there is a serious incident?

The approved day camp shall:

1. Log in to https://oclqs.force.com by the next business day to report the incident as described in paragraph (B) of this rule, and complete the JFS 01156 "Serious Incident Reporting for Child Care" (rev. 10/2017). This notification does not replace reporting to the public children services agency (PCSA) if there are any concerns of child abuse and/or neglect as required by rule 5101:2-18-09 of the Administrative Code.

2. Notify in writing the parents of the child(ren) involved in the serious incident. A copy of the completed JFS 01156 may be given to the parent or the person picking up the child to meet this notification requirement.

What are the specific procedures the approved day camp needs to follow for standard precautions?

1. Blood spills shall be treated cautiously and decontaminated promptly. Disposable vinyl gloves shall be worn during contact with blood or bodily fluids which contain blood, such as vomit or feces in which blood can be seen.

2. Surfaces contaminated with blood or bodily fluids containing blood shall first be cleaned with hot, soapy water and then sanitized with an appropriate bleach solution which is prepared on a daily basis according to product guidelines, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.

3. Disposal of materials that contain blood requires a sealable, leakproof plastic bag or double bagging in plastic bags that are securely tied.

4. Non-disposable items, such as clothing that contains blood, shall be placed in a sealable, leakproof plastic bag or double bagged in plastic bags that are securely tied and sent home with the child.

5. Sharp items used for procedures on children with special care needs, such as lancets for finger sticks or syringes, require a disposable container called a "sharps container." This is a container made out of durable, rigid material which safely stores the lancets or needles until the parent can take them home for disposal. Sharps containers must be stored out of the reach of children.

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What are the requirements for administration of prescription medications and non-prescription medications by an approved child day camp?

1. The approved child day camp shall ensure that prescription medication is stored in the original container with the prescription label that includes the child's full name, a current dispensing date within the previous twelve months, and exact dosage and directions for use.

2. The approved child day camp shall not administer any medication or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date on the form, or after the expiration date on the medication, whichever comes first.

3. The approved day camp shall ensure that non-prescription medications are stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.

4. Nonprescription medication dosages administered shall not exceed prescribed dosages or the manufacturer's recommended dosages.

5. Prior to administering any non-prescription or prescription medication, the approved child day camp shall have written permission from the parent for each medication to be administered.

6. The approved child day camp shall document each administration of medication or application of topical product on a form that includes:
   - The child's name.
   - The child's date of birth.
   - The medication name.
   - The medication dosage.
   - The date the medication was administered.
   - The time the medication was administered.
   - The signature of the person administering the medication.

7. Non-prescription topical products, including bug sprays, sunscreens, hand sanitizer and lip balm, are exempt from the requirement in paragraphs (A)(3) and (A)(4) of this rule.

8. School-age children are permitted to carry their own emergency medication as long as written permission from the parent is completed and on file at the approved day camp.

9. School-age children are permitted to carry and use their own topical products including bug sprays, lip balm and sunscreen.

What are the requirements for storing medication at an approved child day camp?

The approved child day camp shall:

1. Safely store all medication upon arrival at the approved child day camp. Ensure the medication is in the original container with the child's name affixed.

2. Keep medication out of reach of children, unless a school-age child is permitted to carry their own emergency medication and written permission from the parent is on file at the approved child day camp.

3. Refrigerate, in a separate container, medications or products immediately upon arrival at the approved child day camp, if needed.
(4) Ensure that medications are accessible to employees at all times, including on field trips and when children are off-site.

(5) Ensure that medications and products are removed from the approved child day camp when no longer needed or expired.

(C) What if a child has a special need or health condition?

(1) A written medical care plan shall be used for children with a condition or diagnosis that requires specific care and/or intervention by child day camp staff. The written plan shall include the following:

(a) The symptoms the staff should monitor which may require staff to take action.

(b) Administering procedures which require staff to be trained on those procedures.

(c) Avoiding specific food(s), environmental conditions or activities.

(d) Permission for the child to carry and administer their own emergency medication, if applicable.

(2) The approved child day camp shall:

(a) Ensure the parent completes and signs a written medical care plan for each condition per child.

(b) Review the written medical care plan for completeness and ensure the medical care plan is signed by an administrator or designee.

(c) Implement and follow all requirements of each child’s medical care plan.

(d) Ensure the medical care plan is signed by any trained child day camp staff member who is providing care to the child.

(e) Maintain a current medical care plan for any child who requires one, in a location that can be easily and quickly accessed at all times, including on field trips and when the child is off-site.

(3) The written medical care plan shall be on file with the approved child day camp by the first day of attendance or upon confirmation of a health condition.

(4) If the approved child day camp suspects that a child has a health condition, the camp may require a physician’s statement within a designated timeframe.

(5) Only staff members trained by the parent or a certified professional shall be permitted to perform medical procedures.

(6) There shall be a trained staff member on-site at all times whenever a child who has a health condition is present.

(D) What information regarding children’s medical records can be shared?

Children’s medical records shall be kept confidential, but shall be available to the Ohio department of job and family services for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

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Appendix A, Written Permission When Children are Transported

(A) What shall be available on all trips, including routine walking trips?

The approved child day camp shall:

(1) Have written and signed permission from the parent before transporting or escorting a child away from the primary use spaces of the approved child day camp for field trips and routine trips as detailed in appendix A to this rule. The permission slips shall be kept on file at the approved day camp for one year.

(2) Have the information pursuant to paragraphs (A)(11)(a), (A)(11)(b) and (A)(11)(c) of rule 5101:2-18-05 of the Administrative Code for each child on the trip, except routine walks.

(3) Have the written medical form pursuant to paragraph (C) of rule 5101:2-18-11 of the Administrative Code for any child who has a health condition which could require special procedures or precautions during the course of the trip. The approved child day camp shall also take supplies needed to provide such treatment.

(4) Have a working cellular phone or other means of immediate communication. Cellular phones shall not be used by a driver while the vehicle is in motion.

(5) Ensure that the child day camp staff member responsible for each child on the field trip maintains a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency.

(6) Ensure that a person trained in cardiopulmonary resuscitation (CPR) and first aid in accordance with rule 5101:2-18-08 of the Administrative Code shall be present in the vehicle for routine trips and field trips and at the destination on all field trips. More than one person may be used to meet this requirement.

(7) Ensure that if the vehicle used to transport children is manufactured with seat belts, they shall be utilized by all the adults and children in the vehicle, and no more than one person shall be strapped in each seat belt. Children or adults shall not be permitted to stand in a moving vehicle, sit on the floor or ride in a vehicle where all seats are not securely anchored.

(B) What are the ratio and supervision requirements for trips, including routine walking trips?

(1) The staff/child ratio requirements of rule 5101:2-18-09 of the Administrative Code shall be met on field trips and routine trips. Children shall be assigned to specific child day camp staff members for all field trips.

(2) An additional adult shall be present in the vehicle for every ten children, or the driver shall have a means of immediate communication, such as a cellular phone, to summon an additional adult.

(3) The additional adult in the vehicle may be the driver, parent or volunteer.

(4) The staff/child ratio requirements of rule 5101:2-18-09 of the Administrative Code shall be met while children are being transported if public transportation is being utilized.

(5) An adult must be present in the vehicle any time children are in the vehicle. At no time are children to be left unattended.

(6) The vehicle shall be checked at completion of each trip to ensure that no child has been left in the vehicle.

(7) During routine walking trips or walking field trips, an additional adult shall be present for every ten school-age children.
What are the requirements for drivers who are used in the staff/child ratio or are child day camp staff members?

The driver shall:

1. Be at least eighteen years old.
2. On routine trips, be an employee or child day camp staff member with the exception of contracted transportation services.
3. Hold a currently valid driver's license required for the type of vehicle driven in accordance with Ohio law.
   a. A copy of each driver's current driver's license shall be kept on file at the approved child day camp.
   b. The approved child day camp is responsible for assuring that the copy of the driver's license on file is kept current.
4. Never leave children alone in a vehicle, including leaving children in the vehicle when it is being refueled, except when a trip is of such a length as to require refueling after starting with a full tank.
5. Be free from the influence of any substance which could impair driving abilities.
6. Meet the requirements of an employee or child day camp staff member as required in rule 5101:2-18-06 of the Administrative Code.
7. Adhere to the state of Ohio's child restraint law found in section 4511.81 of the Revised Code when transporting children enrolled in the approved child day camp.
8. Not allow children under twelve years of age to ride in the front seat of any vehicle.
9. Be trained utilizing the American camp association (ACA) training for drivers standards and the ACA accident procedures standards if the driver is an employee of the approved child day camp.
   a. A trained driver is not required when public transportation is being utilized, or if the driver is a contracted driver.
   b. Training for transportation shall be completed at least annually for all drivers and shall be documented and kept on file at the approved child day camp in the employee's or the child day camp staff member's file for review by ODJFS.
10. Contracted drivers are not used in staff/child ratios and are not employees of the child day camp. For these drivers, the administrator shall secure and keep on file at the approved child day camp a JFS 01266 "Contracted Driver Qualifications Statement for Child Care" (rev. 12/2016) that has been completed at least annually by the driver's employer.

What are the vehicle requirements for the approved child day camp?

Any vehicle operated by the child day camp or driven by a child day camp staff member to transport children for routine trips or field trips shall be mechanically safe at all times.

When shall vehicles used for transporting children be inspected?

1. The approved child day camp shall maintain documentation that staff have performed weekly inspections followed by any necessary repairs or other appropriate actions, for the following items:
   a. A visual inspection of the vehicle's tires for wear and adequate pressure.
   b. A visual inspection for working headlights and taillights, signals, mirrors, wiper blades and dash gauges.
   c. An inspection for properly functioning child and driver restraints.
   d. An inspection for properly functioning doors and windows.
An inspection for, and cleaning of, debris from the vehicle's interior.

The child day camp shall require providers of transportation services to maintain documentation that the transportation services staff have performed the required weekly inspections and necessary repairs or other appropriate actions required by paragraph (E)(1) of this rule.

What are the requirements for the vehicle safety inspection?

1. The safety inspection shall be performed within the month prior to seasonal use.
2. The safety inspection shall be performed by an automotive service excellence (ASE) certified mechanic.
   a. A vehicle sticker issued from the Ohio State Highway Patrol indicating the vehicle has passed a school bus or personal vehicle inspection may be used to meet this requirement.
   b. School buses and multifunction school activity buses which are inspected and licensed by the Ohio State Highway Patrol are exempt from the seasonal safety check required in this rule.
3. Verification of the safety check shall be documented on the JFS 01230 "Vehicle Inspection Report for Child Care Centers" (rev. 12/2016). This verification shall include notation and correction of any safety violation and shall be maintained on file at the approved child day camp for review by ODJFS.
(A) What are the safe equipment requirements for an approved child day camp?

(1) Equipment, materials and furniture shall be sturdy, safe and easy to clean and maintain. They shall also be free of sharp points on corners, splinters or protruding nails; loose or rusty parts; paint which contains lead or other poisonous materials; or other hazardous features.

(2) Furniture, equipment and materials which are not usable due to breakage or being a hazard shall be removed immediately and stored away from children until repaired or replaced.

(3) Any children's equipment shall be used in accordance with the manufacturer's guidelines.

(4) If the child day camp offers specialized activities as defined in rule 5101:2-18-01 of the Administrative Code that require safety gear, the safety gear should be appropriately sized and designed specifically for the activity being conducted.

(5) Air conditioners, heat pumps, electric fans and space heaters shall be mounted or placed out of the reach of children or have safeguards which prevent children from being injured.

(B) What are the safe environment requirements for an approved child day camp?

(1) Illegal drugs and substances shall not be on the premises. Alcohol shall be inaccessible to children and shall only be kept in areas not approved or used by children.

(2) Buildings used by children shall maintain an indoor temperature of at least sixty-five degrees Fahrenheit. If a building used by children exceeds eighty-five degrees Fahrenheit, ventilation that produces air movement, or air conditioning, shall be provided.

(3) Children shall be protected from any items and conditions which threaten their health, safety and well being, including but not limited to: electrical cords, extension cords, lead hazards, asbestos, wells, traffic, employee's personal belongings and other environmental hazards and dangerous situations.

(4) Cleaning agents and all other chemical substances shall be stored in a designated area in their original containers and/or clearly labeled. Children may use cleaning supplies with adult supervision.

(5) Specialized activity equipment that is potentially hazardous in nature, such as, but not limited to, bows and arrows, air guns, sharp tools etc, shall be stored in a location that is locked and inaccessible to children when the equipment is not in use.

(6) Children shall not have access to specialized activity areas unless supervised by qualified child day camp staff members.

(7) Safety zones and boundaries shall be required for all specialized activities, as necessary. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access to these areas.

(C) What are the swimming and water safety requirements for an approved child day camp?

(1) All swimming sites shall meet all state and local guidelines for environmental health inspections. Inspection reports for on-site and private pools shall be on file at the approved child day camp.

(2) An approved child day camp shall have one lifeguard present for every thirty-five children when children are involved in a water activity for on-site and private pools over eighteen inches in depth.

(3) Activities in bodies of water eighteen inches or more in depth, including natural bodies of water as defined in rule 5101:2-18-01 of the Administrative Code, shall be supervised by people who
are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program, as determined by the American camp association (ACA) or the Ohio department of job and family services (ODJFS). If the lifeguard is a child day camp staff member, they shall not be counted as a child day camp staff member in the staff/child ratio.

(4) Child day camp staff members shall be actively supervising children pursuant to rule 5101:2-18-09 of the Administrative Code and shall be able to clearly see all parts of the swimming area.

(5) When children are engaged in water activities, supervision of children shall include a minimum of two child day camp staff members, one of whom is eighteen years of age or older.

(D) What are the requirements for animals owned or utilized for programming by the approved child day camp?

(1) Pets and animals shall be permitted if they present no apparent threat to the safety or health of the children.

(2) All pets and animals that are owned by the approved child day camp, live at any approved child day camp primary use spaces, or are utilized by the approved child day camp for program activities, shall be properly housed, cared for, licensed and innoculated. All local and state ordinances governing the keeping of animals (exotic or domesticated) shall be followed and updated as required. Verification of license and compliance with local and state requirements and innoculations, for each animal requiring such license or innoculations, or regulated by local or state government, shall be on file at the approved child day camp.

(3) Children shall feed or care for animals under the supervision of child day camp staff members.

(4) Children shall not be directly exposed to animal urine or feces inside buildings or in outdoor play areas.

(E) What are the requirements to provide and maintain a clean environment, furniture, materials and equipment in an approved child day camp?

(1) Flush toilets and bathroom sinks, if available, shall be in good working condition. Toilet tissue, liquid soap, running water, individually assigned towels, disposable towels or air dryers shall be provided in all bathrooms. If programming activities take place at a primitive campsite as defined in rule 5101:2-18-01 of the Administrative Code, or if portable bathrooms are used, waterless hand sanitizing products may be provided instead of running water and liquid soap.

(2) Equipment, furnishings and materials shall be kept clean and in good repair.

(3) Accumulated trash and garbage shall be stored away from the outdoor and/or indoor camp activity areas and shall not be accessible to the children.

(4) Buildings and areas used by children shall be cleaned daily and kept in a sanitary condition at all times.

(5) If the water at the child day camp's primary use area(s) is not publicly supplied, the child day camp shall contact the Ohio environmental protection agency (EPA) to determine if it qualifies as a public water system.

(a) If the water supply qualifies as a public water system, the child day camp shall comply with Ohio EPA standards.

(b) If the water supply does not qualify as a public water system, the child day camp shall contact the local health department to have the water tested and follow any additional requirements requested by the health department. A copy of the water test shall be retained at the approved child day camp and be made available upon request.

(c) If child day camp activities take place at a primitive campsite as defined in rule 5101:2-18-01 of the Administrative Code, appropriate water purification methods based on advice from local officials shall be used before water from natural sources may be consumed by children.
(6) On-site sewage disposal systems shall not present a public health hazard.

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Child Care Manual Appendix

All forms are maintained in the Child Care Manual.

Child Care Forms