To receive eMail notifications of policy updates, go to the ODJFS Email Subscriptions site ([http://www.odjfs.state.oh.us/subscribe/](http://www.odjfs.state.oh.us/subscribe/)) and subscribe to the type of communications in which you are interested. eMail notifications are sent as updates are posted to the eManuals site.

## Recent Additions

- **CCDMPL 1 (New Procedure for Child Day Camp Registration) (12/23/16)**
- **CCDMTL 6 (Amendments to Child Day Camp Registration Rule and Form) (11/5/15)**
- **CCDMTL 5 (Amendments to Child Day Camp Rules and Forms) (7/23/14)**
- **CCDMTL 4 (Child Care Day Camp Manual Transmittal Letter No. 4) (2/18/10)**
- **CCDMTL 2 (Day Camp Rules and Forms, eff. 4/1/2009) (2/27/09)**
- **CCDMTL 1 (Introduction of new Child Care Day Camp Manual) (1/15/08)**
Child Care Day Camp Manual Transmittal Letters
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.
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.

Rule 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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February 18, 2010
May 4, 2009

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

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.ohio.gov/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.ohiosKids.org. 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. 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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TO: All Child Care Day Camp Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: New Procedure for Child Day Camp Registration

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.
"Child day camp" means a program in which only school children, as defined in this rule, attend or participate. The child day camp's program shall meet the following requirements:

(A) The child day camp shall offer a program that operates 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.

(B) "Approved child day camp" means a child day camp approved that is approved to enter into a provider agreement to provide publicly funded child care pursuant to rule 5101:2-16-44 of the Administrative Code. Approved child day camps shall meet one of the following requirements: by the Ohio department of job and family services (ODJFS) according to the requirements of Chapter 5101:2-18 of the Administrative Code and section 5104.22 of the Revised Code.

(1) Be accredited by the American camp association (ACA).

(2) 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.

(C) "Child day camp administrator" means the individual who holds overall responsibility for administration of the child day camp. These responsibilities may be delegated to other staff when appropriate.

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

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

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

(G) "School child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above and who is less than fifteen years old.
Promulgated Under: 119.03
Statutory Authority: 5104.012, 5104.21, 5104.22
Rule Amplifies: 5104.012, 5104.21, 5104.22
Prior Effective Dates: 3/6/93 (Emer.), 9/1/93, 4/1/09
5101:2-18-02 Programs that are Exempt from Being a Registered or an Approved Child Day Camp

**CCDMTL 5**

**Effective Date: July 20, 2014**

**Most Current Prior Effective Date: April 1, 2009**

(A) A person operating any of the following programs is exempt from being registered with or approved by the Ohio department of job and family services (ODJFS) as a child day camp as required in Chapter 5101:2-18 of the Administrative Code and sections 5104.21 and 5104.22 of the Revised Code.

1. A child day camp that operates for two or fewer consecutive weeks, and for no more than a total of two weeks during each calendar year.

2. Supervised training, instruction, or activities for children that are conducted on an organized or periodic basis no more than one day per week and for no more than six hours duration. These programs shall be conducted for specific content areas, such as but not limited to, art, drama, dance, music, gymnastics, swimming or another athletic skill or sport, computers or an education subject.

3. Programs where at least one parent, custodian or guardian of each child attending or participating is on the child day camp activity site and is readily accessible at all times. A child day camp that is on the premises of a parent's, custodian's or guardian's place of employment shall be registered in accordance with the requirements of Chapter 5101:2-18 of the Administrative Code and section 5104.21 of the Revised Code. A place of employment does not include a camp in which a parent, custodian or guardian of a child enrolled in the camp also has duties in that program.

4. Child day camps that are funded and regulated, or operated and regulated by any state department other than the Ohio department of job and family services (ODJFS), 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.

(B) A person operating a child day camp that is exempt from being registered or approved under this rule may choose to register as a child day camp. All requirements of the applicable rules in Chapter 5101:2-18 of the Administrative Code shall apply to any exempt child day camp that chooses to register.

Effective: 07/20/2014

R.C. 119.032 review dates: 03/25/2014 and 07/01/2019

Certification: CERTIFIED ELECTRONICALLY

Date: 07/10/2014

Promulgated Under: 119.03

Statutory Authority: 5104.21

Rule Amplifies: 5104.21

Prior Effective Dates: 3/16/93 (Emer.), 9/1/93, 4/1/03, 4/1/09
Registration Requirements for Child Day Camps

**CCDMTL 6**

**Effective Date: November 1, 2015**

**Most Current Prior Effective Date: July 20, 2014**

(A) Registration of child day camps with the Ohio department of job and family services (ODJFS) is required by sections 5104.21 and 5104.22 of the Revised Code.

(B) A person shall not operate a child day camp without annually registering with ODJFS unless the child day camp meets the exemption criteria in rule 5101:2-18-02 of the Administrative Code.

(C) The person operating a child day camp shall annually register the camp by completing the JFS 01258 "Child Day Camp Registration" (rev. 12/2013)(rev. 9/2015). The JFS 01258 shall be considered filed with ODJFS as of the date it is postmarked. A JFS 01258 received by means other than the postal service shall be considered filed when it is time and date stamped by ODJFS. A JFS 01258 submitted without complete and accurate information shall be amended by the child day camps and resubmitted to ODJFS with complete and accurate information.

(D) The submission of the JFS 01258 shall include the registration fee noted on the form. This fee is nonrefundable and nonreturnable.

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

(F) 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.

(G) Every owner of a registered child day camp shall register with ODJFS by March fifteenth of each year. This registration shall be effective for the period of March fifteenth through March fourteenth of the following calendar year. Registration of new child day camps issued after March fifteenth shall be effective from the date of registration through March fourteenth.

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Child Care Manual Appendix

All forms are maintained in the Child Care Manual.

Child Care Forms