

Child Care Day Camp Manual Table of Contents

Mike DeWine, Governor

Kimberly Hall, Director

Ohio Department of Job and Family Services

The Electronic Publishing Unit makes every attempt to publish accurate and current information, however, we disclaim any liability or responsibility for any typographical errors, out of date information and/or other inaccuracies that may appear in this document.

eManual Contents			
<i>Please send comments to ePubs_updates@ifs.ohio.gov</i>			
<u>Transmittal Letters</u>	<u>Procedure Letters</u>	<u>Rules</u>	<u>Child Care Forms</u>

Child Care Day Camp Manual Transmittal Letters

CCDMTL 10 (Reopening Child Care Operations Following the Response to the Coronavirus (COVID-19) Pandemic)

Child Care Day Camp Manual Transmittal Letter No. 10

June 1, 2020

Child Care Manual Transmittal Letter No. 151

Child Care Center Manual Transmittal Letter No. 25

Child Care In-Home Aide Manual Transmittal Letter No. 7

Family Child Care Manual Transmittal Letter No. 14

TO: All Child Care Manual Holders
All Child Care Center Manual Holders
All Child Care Day Camp Manual Holders
All Child Care In-Home Aide Manual Holders
All Family Child Care Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Reopening Child Care Operations Following the Response to the Coronavirus (COVID-19) Pandemic

Background:

Effective March 26, 2020, all child care programs were closed. Only those programs issued a temporary pandemic child care license were permitted to operate.

New Policy:

As of 11:59 PM on May 30, 2020 all temporary pandemic child care programs must close as Ohio is transitioning to reopen child care programs.

The following rules were emergency filed with an effective date of May 31, 2020.

Rule 5101:2-12-02.2 "Transitional Pandemic Requirements for a Licensed Child Care Center" is being emergency filed to define transitional pandemic requirements for a licensed child care center. Licensed child care centers shall follow all of the licensing requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Ratio has been updated:

Age Group	Ratio	Maximum Group Size
Infants	1:4	6
Toddlers	1:6	6
Preschool	1:9	9
School-Age	1:9	9

-
-

-
- Clarification of handwashing requirements, including allowing portable sinks to be used for handwashing.
- The center shall ensure that all administrators, employees, child care staff members and children take their temperature prior to or as soon as they arrive each day. The program will send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center he or she must complete isolation or quarantine procedures.
- The center shall notify ODJFS in writing and the local health department if anyone tests
- positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program
- There are new requirements if the center needs to divide a room into smaller spaces to serve multiple groups of children.

Rule 5101:2-13-02.2 "Transitional Pandemic Requirements for a Licensed Family Child Care Provider" is being emergency filed to define transitional pandemic requirements for a licensed family child care provider. Licensed family child care providers shall follow all of the licensing requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Group size for Type A homes is 1:6 (no more than 3 under 2 years of age). Capacity is up to 12 children, as listed on the Type A Home provider's license. Type A home providers may serve multiple groups of children if the groups are cared for in separate rooms, including during meals and naps.
- Group size for Type B Home providers remains at 1:6 with no more than 3 under 2 years of age. Capacity is up to 6 children, as listed on the Type B Home provider's license.
- Clarification of handwashing requirements, including that a portable sink may be used for handwashing.
- The family child care provider shall ensure that all employees, child care staff members and children take their temperature prior to or as soon as they arrive each day. The provider and residents shall also take their temperatures at the start of the day. The program will have to send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program he or she must complete isolation or quarantine procedures. If the provider or a resident has a fever, care cannot be provided.
- The FCC provider shall not provide care to sick children pursuant to Appendix B to rule 5101:2-13-16 of the Administrative Code.
- The FCC provider shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program. If the provider or a resident tests positive for COVID-19 care cannot be provided.

Rule 5101:2-14-02.2 "Transitional Pandemic Requirements for In-Home Aide Certification" is being emergency filed to define transitional pandemic requirements for a certified in-home aide. Certified in-home aides (IHA) shall follow all of the certification requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- New handwashing requirements.
- The IHA shall ensure that all children in care and all residents of the home take their temperature prior to or as the IHA arrives each day. The IHA shall also take his or her own temperature prior to going to the child's home. If anyone has a fever of 100 degrees or higher, the IHA shall not provide care until the individual has been fever free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19 he or she must complete isolation or quarantine procedures before the IHA can provide care.

- The IHA shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures before the IHA can provide care.

Rule 5101:2-16-10 "Payment Rates and Procedures for Providers of Publicly Funded Child Care Services" is being emergency filed to allow pandemic days to be used if the local health department or Ohio Department of Health requires the program to close in response to the COVID-19 pandemic. Up to twenty-one pandemic days may be used each fiscal year. The emergency rule also keeps absent days at twenty days every six months.

Rule 5101:2-18-03.1 "Transitional Pandemic Requirements for Approved Child Day Camps" is being emergency filed to define transitional pandemic requirements for an approved child day camp. Approved day camps shall follow all of the approval requirements of the chapter in addition to the following exceptions and additions detailed in the new rule:

- Follow all guidelines set by the Governor of Ohio or the director of the Ohio Department of Health.
- Ratio has been updated to 1:9 for school-age children with only 1 group of children in each room.
- There are new requirements if the child day camp needs to divide a room into smaller spaces to serve multiple groups of children.
- New handwashing requirements including the use of portable sinks for handwashing.
- The child day camp shall ensure that all administrators, employees, child day camp staff members and children take their temperature prior to or as soon as they arrive each day. The program will send home anyone with a temperature of 100 degrees or higher, and the individual cannot return until he or she has been fever-free without medication for at least 24 hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program he or she must complete isolation or quarantine procedures.
- The child day camp shall notify ODJFS in writing and the local health department if anyone tests positive for COVID-19. The individual shall also complete isolation or quarantine procedures prior to returning to the program.

Implementation

Temporary Pandemic Child Care Licenses

Effective May 31, 2020, programs issued a regular child care license, approval or certification shall operate under the normal regulations, with the exceptions noted in these new rules. Those with an agreement to provide publicly funded child care (PFCC) will also return to receiving payment for those services. Pandemic payments shall be paid through May 30, 2020 for all temporary pandemic programs with a regular child care license, approval or certification.

Temporary pandemic child care centers without a regular child care license or who are not issued a regular child care license before June 9, 2020 must cease providing care on June 9, 2020. Pandemic payments for these programs shall continue through June 9, 2020.

Publicly Funded Child Care Closure Payments

The final week of closure payments will be for the week of May 24, 2020.

Notification of Reopening

By June 7, 2020, licensed centers, licensed family child care homes, certified IHAs and approved day camps must notify ODJFS and the county agency in OCLQS of their intent to reopen and their anticipated reopening date. Any program that has not updated OCLQS by June 7, 2020 will put into temporarily closure status by ODJFS.

Compliance

Because child care has been closed, ODJFS and the county agencies will give additional time for compliance for some of the time-specific requirements as applicable.

- Compliance not assessed until November 29, 2020:

- Child medicals on file within 30 days of the child's attendance and updated every thirteen months.
- Staff medicals on file by first day of employment.
- Expired credentials including the Child Development Associate and the school-age endorsement.
- Expired annual fire inspections.
- Expired JFS 01217 "Request for Administration of Medication for Child Care"
- Administrator rules training taken within six months of hire.
- Expired food service licenses
- Expired annual vehicle inspections
- Health training updates

Compliance not assessed until July 1, 2021:

- Professional development.

Submission of Attendance for Payment

Effective May 31, 2020, all providers of publicly funded child care shall use the Ohio Time, Attendance and Payment (TAP) system to record attendance and submit for payment.

Submission of Pandemic Days for Payment

If a child care program is required by the local health department or Ohio Department of Health to close in response to the COVID-19 pandemic, the program will need to send an email to child_care_adjustment@jfs.ohio.gov with "Program COVID-19 Closure" in the subject. This email should tell ODJFS that the program has been closed by the local health department or the Ohio Department of Health and the intended closure period (if known). The email must also include the written documentation from the local health department or the Ohio Department of Health requiring the program to close. ODJFS will then contact the program to provide instructions on how to claim the pandemic days in KinderConnect.

Guidance and Recommendations

ODJFS recommends that child care providers implement the following suggestions from the Center for Disease Control. Additional guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.

- Increase sanitization, including communal spaces after each use.
- Wear masks for anyone over the age of 2, including parents at pick-up and drop-off.
- Wear gloves during feedings (including bottles).
- Limit parent access inside the building.
- Limit mixing of classes and keep children of the same employer together.

A best practice training is available for providers at <http://jfs.ohio.gov/cdc/index.stm>.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions about the new policy.

CCDMTL 9 (Implementation of House Bill 166 in Child Day Camp Rules)

Child Care Day Camp Manual Transmittal Letter No. 9

November 26, 2019

TO: All Child Care Day Camp Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Implementation of House Bill 166 in Child Day Camp Rules

Background:

The Ohio Department of Job and Family Services (ODJFS) has amended the following rules in Chapter 5101:2-18 of the Ohio Administrative Code to implement provisions of Amended Substitute House Bill 166 of the 133rd General Assembly.

The rules will be effective December 1, 2019.

New Policy:

To better align background check requirements for registered day camps with those for approved day camps and licensed child care programs, the authority for background checks has been moved from section 2151.86 to section 5104.013 of the Ohio Revised Code (ORC). This will allow an individual who works in both a registered day camp and another ODJFS regulated child care setting (e.g. child care center) to be fingerprinted once and have the results sent to both ODJFS and the registered camp.

The following rules have been amended:

5101:2-18-01 "Definitions for registered and approved child day camps" has been amended with the following changes to align with House Bill 166 of the 133rd General Assembly:

- Added the following definitions: child care and special needs child care
- Amended the following definitions: approved child day camp, child day camp, child day camp staff member, school-age child and employee
- Removed the definition of special needs and summer

5101:2-18-02 "Requirements for registered child day camps" has been amended with the following changes:

- Added criminal records check and rehabilitation requirements language from Am. Sub. H.B. 166. This language requires an applicant, employee, including an administrator and a counselor of a child day camp, to request a criminal records check and details what the administrator must do if a person is found ineligible due to a conviction or guilty plea
- Added a new appendix A which outlines the rehabilitation requirements for applicants, employees, owners, or administrators of registered day camps who have a prohibited offense

5101:2-18-05 "Child day camp administrator requirements for an approved child day camp" has been amended with the following change:

- Added that the administrator shall ensure that no administrator, employee or child day camp staff member shall discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin

Implementation:

Registered camps

Any applicant, employee or child care staff member hired prior to October 17, 2019 with existing background checks on file pursuant to section 2151.86 of the Revised Code are required pursuant to section 5104.013 of the Revised Code to get a new background check when the current BCI and FBI checks expire. The new check should be completed using reason code 5104.013.

Any applicant, employee or child care staff member hired on or after October 17, 2019 or whose current checks expire on or after October 17, 2019 shall have new background checks completed pursuant to section 5104.013 of the Revised Code.

CCDMTL 8 (Background Check Amendment for Child Day Camps)

Child Care Day Camp Manual Transmittal Letter No. 8

September 23, 2019

TO: All Child Care Manual Holders
FROM: Kimberly Hall, Director
SUBJECT: Background Check Amendment for Child Day Camps

Background: The Ohio Department of Job and Family Services (ODJFS) amended rule 5101:2-18-07 of the Ohio Administrative Code to implement requirements of the Child Care Development Block Grant Act of 2014.

The rule will be effective September 29, 2019.

New Policy:

Rule 5101:2-18-07 "Background check requirements for an approved child day camp" outlines the background check requirements for approved child day camps. This rule has been amended with the following changes:

- Corrected a typo in the reference to the Statewide Automated Child Welfare Information System (SACWIS) records
- Clarified applicants for an approved child day camp must have a background check
- Removed the JFS 01175 "Request for a Background Check for Child Care" throughout rule and added that a request for a background check is to be completed in the Ohio Professional Registry (OPR)
- Clarified that a background check is required every five years from the date of the most recent Bureau of Criminal Investigation (BCI) records check
- Added individuals must create a profile in the OPR
- Changed the order of steps in paragraph (D) for obtaining a background check
- Added new paragraph (F) regarding what happens if an individual does not complete the full background check determination process
- Changed "what makes an individual ineligible for employment" to "what makes an individual ineligible to own or be employed by an approved day camp"
- Clarified the question for paragraph (H) so that individuals know fingerprints are required prior to receiving the JFS 01176 "Program Notification of Background Check Review for Child Care"
- Added that notification of preliminary approval will be generated from the OPR
- Added that an administrator, child day camp staff member or employee hired on or after the effective date of this rule cannot engage in any assigned duties or be near children prior to receiving preliminary approval and child day camp staff members with preliminary approval but without a JFS 01176 on file shall not be left alone with children and shall be supervised at all times by another child day camp staff member with a JFS 01176 on file or in the OPR
- Clarified that the JFS 01176 shall be kept on file "if not available in the OPR"
- Clarified language that only child day camp staff members with a JFS 01176 on file at the day camp or in the OPR can be left alone with children
- Clarified that ODJFS will "provide" the JFS 01176 instead of "send" it
- Added that the JFS 01178 "Request for Review of Background Check Decision for Child Care" shall be submitted within fourteen business days from the date on the JFS 01177 "Individual Notification of Background Check Review for Child Care"

- Clarified language regarding background check requirements if an individual becomes employed at another approved day camp or licensed program

[Appendix A](#) is being amended as follows

- Added child day camp staff member to the list of people with a prohibited offense that must meet the rehabilitation standards listed

Revised forms:

- JFS 01176 “Program Notification of Background Check Review For Child Care” was revised to add a section called “New Background Checks Must be Submitted By” and the following language: “This determination was made using the current background check results on file at ODJFS which must be dated within the previous five years. The results may not have been updated for this determination.”
- JFS 01177 “Individual Notification of Background Check Review For Child Care” was revised to add a section called “New Background Checks Must be Submitted By” and the following language: “This determination was made using the current background check results on file at ODJFS which must be dated within the previous five years. The results may not have been updated for this determination.”

Please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4, if you have any questions.

CCDMTL 7 (Child Day Camp Approval Process Rules)

Child Care Day Camp Manual Transmittal Letter No. 7

April 4, 2018

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.

5101:2-18-08 "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.

5101:2-18-09 "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.

5101:2-18-10 "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.

5101:2-18-11 "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).**

5101:2-18-12 "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.

5101:2-18-13 "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:

5101:2-18-02 "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.

5101:2-18-03 "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>.

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.

CCDMTL 6 (Amendments to Child Day Camp Registration Rule and Form)

Child Care Day Camp Manual Transmittal Letter No. 6

November 5, 2015

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.

CCDMTL 5 (Amendments to Child Day Camp Rules and Forms)

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."

CCDMTL 4 (Revisions to Day Camp Rule for Registration Requirement)

Child Care Day Camp Manual Transmittal Letter No. 4

February 18, 2010

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).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACE
CCDM	5101:2-18-03	5101:2-18-03
CCDMTL		CCDMTL No. 4

CCDMTL 3 (5101:2-18-21 eff. 6/1/2009)

Child Care Day Camp Manual Transmittal Letter No. 3

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.odjfs.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.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Rules	5101:2-18-21	5101:2-18-21
Transmittal Letters		CCDMTL No. 3

CCDMTL 2 (Day Camp Rules and Forms, eff. 4/1/2009)

Child Care Day Camp Manual Transmittal Letter No. 2

February 27, 2009

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).

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Child Care Day Camp Manual Rules	5101:2-18-01	5101:2-18-01
	5101:2-18-02	5101:2-18-02
	5101:2-18-03	5101:2-18-03
	5101:2-18-04	5101:2-18-04

	5101:2-18-05	<u>5101:2-18-05</u>
	5101:2-18-06	<u>5101:2-18-06</u>
	5101:2-18-07	<u>5101:2-18-07</u>
	5101:2-18-08	<u>5101:2-18-08</u>
	5101:2-18-09	<u>5101:2-18-09</u>
	5101:2-18-10	<u>5101:2-18-10</u>
		<u>5101:2-18-10.1</u>
	5101:2-18-11	<u>5101:2-18-11</u>
	5101:2-18-12	<u>5101:2-18-12</u>
	5101:2-18-13	<u>5101:2-18-13</u>
	5101:2-18-14	<u>5101:2-18-14</u>
	5101:2-18-15	<u>5101:2-18-15</u>
	<u>5101:2-18-16</u>	
	5101:2-18-17	<u>5101:2-18-17</u>
	5101:2-18-18	<u>5101:2-18-18</u>
	5101:2-18-19	<u>5101:2-18-19</u>
	5101:2-18-20	<u>5101:2-18-20</u>
	5101:2-18-21	<u>5101:2-18-21</u>
	5101:2-18-22	<u>5101:2-18-22</u>
	5101:2-18-23	<u>5101:2-18-23</u>
	5101:2-18-24	<u>5101:2-18-24</u>
	5101:2-18-25	<u>5101:2-18-25</u>
Transmittal Letters		CDCMTL No. 2

CCDMTL 1 (Introduction of new Child Care Day Camp Manual)

Child Care Day Camp Manual Transmittal Letter No. 1

January 15, 2009

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).

LOCATION	REMOVE FROM CCM	INSERT INTO CCDM
CCM Child Day Camps: Chapter 18	5101:2-18-01	
	5101:2-18-02	
	5101:2-18-03	
	5101:2-18-04	
	5101:2-18-05	
	5101:2-18-06	
	5101:2-18-07	
	5101:2-18-08	
	5101:2-18-09	
	5101:2-18-10	
	5101:2-18-11	
	5101:2-18-12	
	5101:2-18-13	

	5101:2-18-14	
	5101:2-18-15	
	5101:2-18-16	
	5101:2-18-17	
	5101:2-18-18	
	5101:2-18-19	
	5101:2-18-20	
	5101:2-18-21	
	5101:2-18-22	
	5101:2-18-23	
	5101:2-18-24	
	5101:2-18-25	
CCDM Rules		<u>5101:2-18-01</u>
		<u>5101:2-18-02</u>
		<u>5101:2-18-03</u>
		<u>5101:2-18-04</u>
		<u>5101:2-18-05</u>
		<u>5101:2-18-06</u>
		<u>5101:2-18-07</u>
		<u>5101:2-18-08</u>
		<u>5101:2-18-09</u>
		<u>5101:2-18-10</u>
		<u>5101:2-18-11</u>
		<u>5101:2-18-12</u>
		<u>5101:2-18-13</u>
		<u>5101:2-18-14</u>
		<u>5101:2-18-15</u>
		<u>5101:2-18-16</u>
		<u>5101:2-18-17</u>

		<u>5101:2-18-18</u>
		<u>5101:2-18-19</u>
		<u>5101:2-18-20</u>
		<u>5101:2-18-21</u>
		<u>5101:2-18-22</u>
		<u>5101:2-18-23</u>
		<u>5101:2-18-24</u>
		<u>5101:2-18-25</u>
CCDM Transmittal Letters		CCDMTL 1

Child Care Day Camp Manual Procedure Letters

CCDMPL 3 (Day Camp Trainings in the Ohio Professional Registry)

Child Care Day Camp Manual Procedure Letter No. 3

January 2, 2019

TO: All Child Care Day Camp Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Day Camp Trainings in the Ohio Professional Registry

Background:

Rules 5101:2-18-03, 5101:2-18-06 and 5101:2-18-08 of the Ohio Administrative Code set forth the requirements for the pre-camp orientation, staff orientation and child abuse overview.

Updated Process:

The following trainings are now available and must be completed through the Ohio Professional Registry (OPR). They are no longer available on the Ohio Department of Job and Family Services (ODJFS) website.

Pre-Camp/Staff Orientation

“Pre-Camp and Staff Orientation Training for Approved Child Day Camp Owners, Administrators and Child Day Camp Staff members.” The owner or owner's representative is required to complete this ODJFS created orientation training prior to approval. All child day camp staff members including administrators shall complete the orientation training within thirty days of starting employment. The day camp training participant shall be given five hours of professional development for completion. Documentation from the OPR should be printed for files and retained on-site at the program.

ODJFS Prescribed Child Abuse Overview

The "ODJFS Child Abuse One-Hour Overview." All administrators and child care staff members shall complete this one-hour child abuse overview. The overview shall be completed within thirty days of hire. Documentation from the OPR should be printed for files and retained on-site at the program.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCDMPL 2 (Background Checks in the Ohio Professional Registry)

Child Care Day Camp Manual Procedure Letter No. 2

January 2, 2019

TO: All Child Care Day Camp Manual Holders
FROM: Cynthia C. Dungey, Director
SUBJECT: Background Checks in the Ohio Professional Registry

Background:

Background check requirements are outlined in rule 5101:2-18-07 of the Ohio Administrative Code. Individuals are required to submit a JFS 01175 "Request for a Background Check for Child Care." Additionally, they must complete the Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) fingerprints and have the results sent electronically to the Ohio Department of Job and Family Services (ODJFS) from the Webcheck agency.

Updated Process:

Background Checks

There is now enhanced functionality in the Ohio Professional Registry (OPR) which allows the JFS 01175 to be submitted electronically. Individuals may now use the OPR to send the JFS 01175 to the ODJFS. For those sent electronically, the JFS 01176 "Program Notification of Background Check Review for Child Care" will be available to the program electronically in the OPR.

Beginning September 2019, all JFS 01175s shall be submitted via the OPR. Programs cannot create accounts and submit or sign the JFS 01175 on behalf of staff or employees. Profiles in the OPR must be owned and controlled by the individual staff or employee. Also in September 2019, programs will be required to link employees to their program in the OPR and keep all individuals currently employed by the program linked to the program. Programs should begin this process now to ensure compliance by next fall.

Questions:

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

CCDMPL 1 (New Procedure for Child Day Camp Registration)

Child Care Day Camp Manual Procedure Letter No. 1

December 23, 2016

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.
- Completing registrations by March 15, 2017.

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 Care Day Camp Rules

CCDMTL 9

Effective Date: December 1, 2019

Most Current Prior Effective Date: April 16, 2018

- (A) "Adult" means an individual who is at least eighteen years of age.
- (B) "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).
- (C) "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~~ section 5104.22 of the Revised 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.
- (D) "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.
- (E) "Child care" means all of the following:
- (1) Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
- (2) By persons other than their parents, guardians, or custodians;
- (3) For part of the twenty-four-hour day;
- (4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home;
- (5) By a provider required by Chapter 5104. of the Revised Code to be licensed or approved by the department of job and family services, certified by a county department of job and family services, or under contract with the department to provide publicly funded child care as described in section 5104.32 of the Revised Code.
- ~~(E)~~(F) "Child day camp" means a program in which only school-age children attend or participate, that operates for no more than twelve hours per day and no more than fifteen weeks during the summer. For purposes of this chapter, the maximum twelve hours of operation time does not include transportation time from a child's home to a child day camp and from a child day camp to a child's home. ~~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.

~~(F)~~(G) "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.

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

~~(H)~~(I) "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~~ an employee of an approved child day camp who is primarily responsible for the care and supervision of children. The administrator, authorized representative or owner may be a child day camp staff member when not involved in other duties.

~~(I)~~(J) "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 either:~~

(1) Receives compensation for duties performed in an approved child day camp; or

(2) Is assigned specific working hours or duties in an approved child day camp.

~~(J)~~(K) "Field trips" means infrequent or irregularly scheduled excursions from the camp.

~~(K)~~(L) "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.

~~(L)~~(M) "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.

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

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

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

~~(P)~~(Q) "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.

~~(Q)~~(R) "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.

~~(R)~~(S) "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.

~~(S)~~(T) "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.

- ~~(T)~~(U) "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.
- ~~(U)~~(V) "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.
- ~~(V)~~(W) "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~~shall 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.
- ~~(W)~~(X) "Routine trips" means repeated excursions off the child day camp premises which regularly occur on a previously scheduled basis with parental permission.
- ~~(X)~~(Y) "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~~ or, in the case of a child who is receiving special needs child care, is less than eighteen years old.
- ~~(Y)~~ "~~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)~~ "Special needs child care" means child care provided to a child who is less than eighteen years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development, including social, emotional, cognitive, communicative, perceptual, motor, physical, and behavioral development and that may include on a regular basis such services, adaptations, modifications, or adjustments needed to assist in the child's function or development.
- ~~(Z)~~(AA) "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.~~

5101:2-18-01 6

Effective: 12/1/2019

Five Year Review (FYR) Dates: 4/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 11/21/2019

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.01, 5104.21, 5104.22

Prior Effective Dates: 03/16/1993 (Emer.), 09/01/1993, 04/01/2009, 07/20/2014, 04/16/2018

CCDMTL 9

Effective Date: December 1, 2019

Most Current Prior Effective Date: April 16, 2018

Appendix A, Standards for Rehabilitation

- (A) 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.
- (B) 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.
- (C) 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.
- (D) 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.
- (E) An applicant, employee, including an administrator and counselor of a child day camp, shall request a bureau of criminal investigation (BCI) and a federal bureau of investigation (FBI) criminal records check pursuant to section 5104.013 of the Revised Code. The request shall be made at the time of initial application for employment and every five years thereafter.
 - (1) A child day camp may employ an applicant or continue to employ an employee until the criminal records check is completed and the camp receives the results of the check. Until the administrator has reviewed the results of the criminal records check and determines that the applicant or employee is eligible for employment, the camp shall not grant the applicant or employee sole responsibility for the care, custody, or control of a child. If the results indicate that the applicant or employee is ineligible for employment, the camp shall immediately release the applicant or employee from employment.
 - (2) The administrator shall determine an applicant or employee ineligible for employment if the person has been convicted of or pleaded guilty to any of the violations described in division (A)(5) of section 109.572 of the Revised Code unless the individual meets the rehabilitation criteria in appendix A of this rule. If the applicant or employee, upon request, fails to provide the information necessary to complete the form or fails to provide impressions of the person's fingerprints, the administrator may consider the failure a reason to determine an applicant or employee ineligible for employment. When the applicant or employee is determined ineligible, the registered child day camp shall not employ the applicant or employee or contract with another entity for the services of the applicant or employee.
 - (3) Each registered child day camp shall pay to BCI and FBI the prescribed fee for each criminal records check conducted. A camp may charge an applicant or employee a fee for the costs it

incurs in obtaining a criminal records check. A fee charged shall not exceed the fees the camp pays under this rule. If a fee is charged, the camp shall notify the applicant at the time of the applicant's initial application for employment of the amount of the fee and that, unless the fee is paid, the camp will not consider the applicant for employment.

(4) Criminal records check results are confidential and not public records and shall not be made available to any person other than the person who is the subject of the criminal records check or the person's representative, the director of job and family services, the administrator, and any court, hearing officer, or other necessary individual involved in a case dealing with a denial or revocation of registration related to the criminal records check.

(F) The director of job and family services may periodically conduct a random sampling of registered child day camps pursuant to section 5104.21 of the Revised Code to determine compliance with section 5104.013 of the Revised Code.

Effective: 12/1/2019

Five Year Review (FYR) Dates: 4/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 11/21/2019

Promulgated Under: 119.03

Statutory Authority: 5104.21

Rule Amplifies: 5104.013

Prior Effective Dates: 03/16/1993 (Emer.), 06/06/1993, 04/01/2003, 04/01/2009, 03/01/2010, 07/20/2014, 11/01/2015, 04/16/2018

CCDMTL 7

Effective Date: April 16, 2018

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.

- (2) 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.
- (3) Approvals that have been renewed shall have at least one unannounced inspection by ODJFS per camp season.

(E) 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.

(F) 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.

(G) 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.

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

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

(I) 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.

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

CCDMTL 10

Effective Date: May 29, 2020

(A) What are transitional pandemic requirements for an approved child day camp?

Transitional pandemic requirements are child day camp requirements that are followed as Ohio transitions out of pandemic child care for the COVID-19 pandemic and back to child care day camp requirements.

(B) When does an approved child day camp follow these requirements?

Approved child day camps shall follow these requirements when the governor of Ohio declares a state of emergency for the COVID-19 pandemic and or directs ODJFS to issue transition requirements.

(C) What are the requirements for transitional approved child day camps?

The approved child day camp shall follow all of the requirements of this chapter, with the following exceptions and additions:

(1) The approved child day camp shall follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.

(2) The approved child day camp shall ensure that following staff child ratio and maximum group size limitations are maintained at all times: one child day camp staff member per nine school-age children with no more than nine children in the room.

(3) The approved child day camp shall ensure that all administrators, employees, child day camp staff members and children take their temperature prior to or as soon as they arrive each day.

(a) The approved day camp shall immediately send home any child or administrator, child day camp staff member or employee who has a temperature of one hundred degrees or higher.

(b) The individual shall not return to the approved day camp until he or she has been fever-free without the use of fever-reducing medication for at least twenty-four hours.

(c) If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the camp he or she must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.

(d) The requirements of this paragraph also apply to anyone whose temperature is taken after arrival.

(4) If an administrator, employee, or child day camp staff member employed by the child day camp or a child enrolled in the child day camp tests positive for COVID-19, the program shall:

(a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule 5101:2-18-10 of the Administrative Code.

(b) Notify the local health department by the next business day.

(c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the program.

(5) The administrator, child day camp staff members and employees shall wash hands using soap and water or using hand sanitizer at the following times:

(a) Upon arrival for the day, after breaks and upon returning from outside, and prior to leaving for the day.

(b) After toileting or assisting a child with toileting.

- (c) After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- (d) After cleaning or sanitizing or using any chemical products.
- (e) After handling pets, pet cages or other pet objects that have come in contact with the pet.
- (f) Before eating, serving or preparing food, or feeding a child.
- (g) Before and after completing a medical procedure or administering medication.
- (h) When visibly soiled (must use soap and water).

(6) Children shall wash their hands using soap and water or hand sanitizer at the following times:

- (a) Upon arrival and prior to leaving for the day
- (b) After toileting.
- (c) After contact with bodily fluids.
- (d) After returning inside after outdoor play.
- (e) After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
- (f) Before eating or assisting with food preparation.
- (g) After water activities.
- (h) When visibly soiled (must use soap and water).

(7) The approved camp may use non-permanent sinks to meet the handwashing requirements of this chapter.

(8) If the approved day camp needs to divide a room into smaller spaces to serve multiple groups of children, dividers may be used if they meet the following requirements:

- (a) The dividers are at least six feet in height.
- (b) The dividers are made from a nonporous material or other material that can be sanitized.
- (c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.

(D) How long is the transitional pandemic rule effective?

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full child care day camp requirements.

Effective: 5/29/2020

Certification: CERTIFIED ELECTRONICALLY

Date: 05/29/2020

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.21, 5104.22

CCDMTL 7

Effective Date: April 16, 2018

(A) How many inspections are required for approved child day camps?

- (1) At least one inspection prior to the initial issuance of a child day camp approval.
- (2) The camp shall comply with at least one inspection each summer the camp renews after the initial issuance of approval.
- (3) Any complaint investigations involving the child day camp.

(B) Will inspections be announced or unannounced?

All inspections may be unannounced.

(C) 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.

(D) 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.

(E) 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.

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

CCDMTL 9

Effective Date: December 1, 2019

Most Current Prior Effective Date: April 16, 2018

Appendix A, Written Information for Parents and Employees

Appendix B, Approved Child Day Camp Parent Information

(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.occra.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.
- (12) Ensure that no administrator, employee, or child day camp staff member discriminates in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin.

(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.

Effective: 12/1/2019

Five Year Review (FYR) Dates: 4/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 11/21/2019

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.21, 5104.22

Prior Effective Dates: 04/16/2018

CCDMTL 7

Effective Date: April 16, 2018

(A) 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.

(B) 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.

(C) 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.

(D) 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.

(E) 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

CCDMTL 8

Effective Date: September 29, 2019

Most Current Prior Effective Date: April 16, 2018

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 information system (SACWIS) records.
- (B) Who shall have a background check?
- (1) An owner and administrator of an approved child day camp or applicant to be approved as a 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~~ BCI records check.
- (D) How is a background check obtained?
- The individual shall:
- (1) Create a profile in the Ohio professional registry (OPR).
 - (2) Submit fingerprints electronically according to the process established by BCI, and have the results sent directly to the Ohio department of job and family services (ODJFS). Information on how to obtain a background check can be found at <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>.
 - ~~(1)(3) 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~~ request for a background check for child care in the OPR.
 - ~~(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)~~ (G) of this rule.

(F) What happens if an individual does not complete the full background check determination process?

- (1) If the individual completes only the requirements in paragraph (D)(2) of this rule or only the requirements in paragraph (D)(3) of this rule and does not submit the other component within forty-five days, the background check process will end and a determination of eligibility will not be made.
- (2) ODJFS will notify the individual and the program that the background check determination process has ended.
- (3) The individual will need to complete the requirements of paragraphs (D)(2) and (D)(3) of this rule to restart the background check determination process in the future.

~~(F)~~(G) What makes an individual ineligible ~~for employment~~ to own or be employed by an approved day camp?

- (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~~ the request for background check was submitted 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)~~(H) What happens after ~~ODJFS completes the background checks on an~~ the individual requests the background check in the OPR and submits fingerprints through a webcheck location?

- (1) The approved child day camp and individual will receive notification of preliminary approval generated from the OPR.
- ~~(1)~~(2) The approved child day camp will receive the JFS 01176 "Program Notification of Background Check Review for Child Care" ~~(10/2017)~~(rev. 9/2019) from ODJFS and shall keep it on file if not available in the OPR.
 - (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) Until preliminary approval is received from ODJFS, an administrator, employee or child day camp staff member hired on or after the effective date of this rule shall not engage in any assigned duties or be near children.
 - ~~(b)~~(c) A child ~~Child~~ day camp staff member with preliminary approval but not ~~members shall not be left alone with children unless~~ a JFS 01176 is on file at the child day camp or in the OPR shall not be left alone with children and shall be supervised at all times by another child day camp staff member with a JFS 01176 on file or in the OPR ~~child-day camp~~.
 - (d) Only child day camp staff members with a JFS 01176 on file at the child day camp or in the OPR may be left alone with children.

~~(2)~~(3) The individual will receive the JFS 01177 "Individual Notification of Background Check Review for Child Care" (~~10/2017~~)(rev. 9/2019) 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. The JFS 01178 shall be submitted within fourteen business days from the date on the JFS 01177.

~~(H)~~(I) 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)~~(H)(3)(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)~~(H)(2) of this rule.

~~(H)~~(J) What are the background check requirements ~~when if an individual changes employment or adds an additional employer~~ becomes employed at another licensed program?

- (1) Only the ~~JFS 01175~~ request for a background check for child care in the OPR 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, licensed child care center, licensed type A home, licensed type B home, a preschool or school-age program approved to provide publicly funded child care or certified as an in-home aide or was a resident of a licensed type A home or licensed type B home in the previous one hundred eighty consecutive days.
- (2) Upon receipt of the ~~updated JFS 01175~~ request, ODJFS will ~~send~~ provide the JFS 01176 based on the existing background check determination on file to the new employer.

Effective: 9/29/2019

Five Year Review (FYR) Dates: 4/16/2023

Certification: CERTIFIED ELECTRONICALLY

Date: 09/18/2019

Promulgated Under: 119.03

Statutory Authority: 5104.21, 5104.22

Rule Amplifies: 5104.21, 5104.22

Prior Effective Dates: 04/16/2018

CCDMTL 7

Effective Date: April 16, 2018

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.

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

CCDMTL 7

Effective Date: April 16, 2018

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).

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

CCDMTL 7

Effective Date: April 16, 2018

(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.

- (a) 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.
- (b) 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.

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

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

The approved day camp shall:

(1) Log in to <https://ocqls.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.

(D) 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.

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: 5104.22, 5104.21

CCDMTL 7

Effective Date: April 16, 2018

- (A) 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:
 - (a) The child's name.
 - (b) The child's date of birth.
 - (c) The medication name.
 - (d) The medication dosage.
 - (e) The date the medication was administered.
 - (f) The time the medication was administered.
 - (g) 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.
- (B) 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.

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: 5104.22, 5104.21

CCDMTL 7

Effective Date: April 16, 2018

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.

(C) 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.

(D) 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.

(E) 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.

(e) An inspection for, and cleaning of, debris from the vehicle's interior.

(2) 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.

(F) 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.

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: 5104.22, 5104.21

CCDMTL 7

Effective Date: April 16, 2018

(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 inoculated. 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 inoculations, for each animal requiring such license or inoculations, 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.

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

Child Care Manual Appendix

All forms are maintained in the Child Care Manual.

[Child Care Forms](#)

Standards for Rehabilitation

An applicant, employee, or administrator of a registered child day camp who has a prohibited offense shall meet the following standards for rehabilitation:

1. If the offense was a misdemeanor:
 - a. At least three years have elapsed from the date the individual was fully discharged for imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.

2. If the offense was a felony:
 - a. At least 10 years have elapsed since the individual was fully discharged from imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
 - c. The felony was not one of the following:

R.C. 2903.01 – Aggravated Murder
R.C. 2903.02 – Murder
R.C. 2903.11 – Felonious Assault
R.C. 2903.12 – Aggravated Assault
R.C. 2903.13 – Assault
R.C. 2905.01 – Kidnapping
R.C. 2907.02 – Rape
R.C. 2907.03 – Sexual Battery
R.C. 2907.12 – Felonious Sexual Penetration (as this former section of law existed)
R.C. 2907.321 – Pandering Obscenity Involving a Minor
R.C. 2907.322 – Pandering Sexually Oriented Matter Involving a Minor
R.C. 2907.323 – Illegal Use of a Minor in Nudity-Oriented Material of Performance
R.C. 2909.02 – Aggravated Arson
R.C. 2909.03 – Arson
R.C. 2919.22 – Endangering Children
R.C. 2919.25 – Domestic Violence

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

3. The victim of the offense (misdemeanor or felony) was not one of the following:
 - a. Under 18 years of age.
 - b. Functionally impaired as defined in section 2903.10 of the Revised Code.
 - c. Intellectually disabled or developmentally disabled as defined in section 5123.01 of the Revised Code.
 - d. Mentally ill as defined in section 5122.01 of the Revised Code.
 - e. 60 years of age or older.

4. The following additional factors shall also be considered:
 - a. The age of the person at the time of the offense.
 - b. The nature and seriousness of the offense.
 - c. The time elapsed since discharge from imprisonment, probation or parole.
 - d. Whether the person is a repeat offender.

Written Information for Parents and Employees

Written information shall be developed and provided to parents and employees that include policies and procedures of the approved child day camp containing, at a minimum, the following:

General Information

1. Approved child day camp name, address, email address and telephone number.
2. Administrator hours of availability and contact number.
3. A campsite map, if applicable, that identifies boundaries for indoor and outdoor activity.
4. Description of the approved child day camp program philosophy.
5. Days and hours of operation, scheduled closings and basic daily schedule.
6. Staff/child ratios.
7. Meals and snacks provided.
8. If the camp travels to different sites, a copy of the schedule with the name, address and phone number of each site and how to contact staff in case of emergency.
9. Opportunities for parent involvement in approved child day camp activities.
10. Opportunities for parents to meet with counselors regarding their child.
11. Payment schedule, overtime charges and registration fees as applicable.

Approved Child Day Camp Policies and Procedures

1. Enrollment including required enrollment information.
2. Care of children without immunizations.
3. Attendance including procedures for arrival and departure, the child day camp's absent day policy, releasing a child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision and child guidance.
5. Parent provided food and the approved child day camp dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the child day camp supplements food when the parent does not provide sufficient food for the day.
6. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of an ill child.
7. Summary of procedures taken in the event of an emergency, serious illness or injury.
8. If the child day camp has its own epinephrine autoinjectors (EpiPens) for use in emergency situations pursuant to section 5101.76 of the Revised Code, the camp shall have written procedures regarding who can administer them, when they should be administered and how each administration will be documented.
9. Administration of medication including food supplements, modified diets and whether children are permitted to carry their own medication and ointments.
10. Transportation for trips and emergencies.
11. Water activities/swimming.
12. Policies and procedures on operation and/or closing due to weather or any other factors.
13. Policy on when the approved child day camp will require disenrollment of a child.

14. Procedure for parents or employees to follow when needing assistance in resolving problems related to the approved child day camp.

Approved Child Day Camp Parent Information

The day camp is approved by the Ohio department of job and family services (ODJFS) to provide publicly funded child day camp services.

The toll-free telephone number 1-877-302-2347, option 4 may be used to report a suspected violation of approved child day camp laws or administrative rules. The rules governing approved child day camps are available for review at camp headquarters.

Administrators, employees and child day camp staff members, are required, under section 2151.421 of the Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the approved child day camp shall be permitted unlimited access to the camp during all hours of operation for the purpose of contacting their children, evaluating the care provided by the camp or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the administrator of his/her presence.

Each parent of an enrolled child shall be given the administrator's hours of availability and contact information.

Information about the child day camp staff to child ratios shall be given to each enrolled parent.

Approved child day camp inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from ODJFS. Inspection reports and complaint investigation reports are also available online at <http://childcaresearch.ohio.gov/>.

It is unlawful for the child day camp to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 July 26, 1990.

For more information about child day camp approval requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Standards for Rehabilitation

An applicant, employee, owner or administrator of an approved child day camp who has a prohibited offense shall meet the following standards for rehabilitation:

1. If the offense was a misdemeanor:
 - a. At least three years have elapsed from the date the individual was fully discharged for imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.

2. If the offense was a felony:
 - a. At least 10 years have elapsed since the individual was fully discharged from imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
 - c. The felony was not one of the following:

- R.C. 2903.01 – Aggravated Murder
- R.C. 2903.02 – Murder
- R.C. 2903.11 – Felonious Assault
- R.C. 2903.12 – Aggravated Assault
- R.C. 2903.13 – Assault
- R.C. 2905.01 – Kidnapping
- R.C. 2907.02 – Rape
- R.C. 2907.03 – Sexual Battery
- R.C. 2907.12 – Felonious Sexual Penetration (as this former section of law existed)
- R.C. 2907.321 – Pandering Obscenity Involving a Minor
- R.C. 2907.322 – Pandering Sexually Oriented Matter Involving a Minor
- R.C. 2907.323 – Illegal Use of a Minor in Nudity-Oriented Material of Performance
- R.C. 2909.02 – Aggravated Arson
- R.C. 2909.03 – Arson
- R.C. 2919.22 – Endangering Children
- R.C. 2919.25 – Domestic Violence

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

3. The victim of the offense (misdemeanor or felony) was not one of the following:
 - a. Under 18 years of age.
 - b. Functionally impaired as defined in section 2903.10 of the Revised Code.
 - c. Intellectually disabled or developmentally disabled as defined in section 5123.01 of the Revised Code.
 - d. Mentally ill as defined in section 5122.01 of the Revised Code.
 - e. 60 years of age or older.

4. The following additional factors shall also be considered:
 - a. The age of the individual at the time of the offense.
 - b. The nature and seriousness of the offense.
 - c. The time elapsed since discharge from imprisonment, probation or parole.
 - d. Whether the individual is a repeat offender.

Required Documents During the Application Process

The following documents shall be submitted at the time of application for a licensed child care center:

- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority. Note: A license will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Name of administrator and documentation that they meet the qualifications as outlined in rule 5101:2-12-07 of the Administrative Code.
- JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015).
- Articles of incorporation, if applicable.
- JFS 01250 "Plan of Operation for Child Care" (rev. 12/2016) and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction or from the Ohio department of health.
- Written information for parents and employees as required in rule 5101:2-12-07.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at time of application in accordance with rule 5101:2-12-09 of the Administrative Code. The JFS 01175 "Request for a Background Check for Child Care" (10/2017) or the OPR system generated equivalent shall be submitted pursuant to rule 5101:2-12-09 of the Administrative Code.

Serious Risk Non-Compliances and Point Values for Child Care Centers

<p>All non-compliances not identified as a moderate risk or serious risk below are considered low-risk and are valued as 1 point.</p>
<p>5101:2-12-03 Compliance inspection and complaint investigation of a licensed child care center Serious Risk Non-Compliance (6 Points)</p> <ul style="list-style-type: none"> • Owner, administrator, child care staff member, or employee refuses ODJFS access to program. • Administrator/owner falsifies information to ODJFS.
<p>5101:2-12-04 Building department, fire inspection and food service licensure for a licensed child care center Moderate Risk Non-Compliance (3 Points)</p> <ul style="list-style-type: none"> • Food Service License – Center unable to obtain or maintain license due to violations. • Serving food with no license. • Fire Approval – Unable to obtain approval due to violations or update not requested at least 30 days prior to expiration. • Center exceeds room/building occupancies. • Cares for children on unapproved floor. • Center fails to obtain approval for rooms used. • Center cares for children in room not approved for age group.
<p>5101:2-12-09 Background check requirements for a licensed child care center Moderate Risk Non-Compliance (3 Points)</p> <ul style="list-style-type: none"> • Information for background checks not submitted (JFS 01175 or fingerprints). • Child care staff member left alone with children and JFS 01176 is not on file. • Background checks are expired and not updated. <p>Serious Risk Non-Compliance (6 Points)</p> <ul style="list-style-type: none"> • Administrator, employee or child care staff member is not eligible for employment and remains employed. • Owner, owner's representative, administrator, employee or child care staff member refuses to submit information for a background check.
<p>5101:2-12-11 Indoor and outdoor space requirements for a licensed child care center Moderate Risk Non-Compliance (3 Points)</p> <ul style="list-style-type: none"> • "S" hooks not closed appropriately. • Equipment and/or ropes not securely anchored. • Entrapment hazards exist. • Protective surfacing is inadequate or missing under climbing equipment. • Fence or barrier missing or inadequate. • Unsafe route to off-site space.
<p>5101:2-12-12 Safe equipment and environment for a licensed child care center Moderate Risk Non-Compliance (3 Points)</p> <ul style="list-style-type: none"> • Chemicals accessible to children. • Unsafe equipment accessible to children (lawnmowers, power tools accessible, etc.). • Children not protected from unsafe items, conditions or situations. • Space heaters used without approval. • No mats under indoor climbing equipment. • Center does not have required or working carbon monoxide detector. • Illegal drugs on premises or alcohol in area used for child care. <p>Serious Risk Non-Compliance (6 Points)</p> <ul style="list-style-type: none"> • Weapons, firearms or ammunition materials are found on the premises and there's no valid exemption, or are carried by someone with a valid exemption but are accessible to children.
<p>5101:2-12-14 Transportation and field trip safety for a licensed child care center Moderate Risk Non-Compliance (3 Points)</p>

- Annual vehicle inspection not completed by Automotive Service Excellence (ASE) certified mechanic.
- Driving a vehicle without correcting the noted violations.
- Exiting/entering vehicle not from the curb.
- Not using required seat belts and/or car seats.
- More than one child in a seat belt.
- Children sitting on floor or standing in moving vehicle.
- Child under 12 in the front seat.
- Child's JFS 01236 not available on trip.
- Supplies required by child's JFS 01236 not available on trip.
- Vehicle type not permitted to be used.
- Not meeting additional adult requirements.

Serious Risk Non-Compliance (6 Points)

- Child left unattended on a field trip or in a vehicle.
- Driver not 18 years old.
- Driver is not appropriately licensed, has a suspended license or has a license that expired more than 6 months ago.
- Driver is under the influence of drugs or alcohol.

5101:2-12-15 Child record requirements for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- JFS 01236 not on file.
- JFS 01236 missing information and/or signatures.
- No trained staff on-site when child is present or on field trip with child.
- JFS 01236 not implemented or followed.
- Non-trained staff performed a procedure on child.

5101:2-12-18 Group size and ratios for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- Program is out of ratio.
- Program exceeds license capacity.
- Additional employee or child care staff member required but not present.

5101:2-12-19 Supervision of children and child guidance for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- Child left unattended.
- Child care staff member uses prohibited disciplinary techniques.
- Staff under the influence of a substance which impairs their ability to supervise.

Serious Risk Non-Compliance (6 Points)

- Child unattended outside of facility building, during a swimming activity or any time child is off site.
- Program fails to report suspected abuse/neglect/endangerment.
- Owner or administrator uses prohibited disciplinary techniques.
- Physical abuse/neglect/endangerment by any employee, child care staff member, owner or administrator.
- Substantiated public children's services agency finding of abuse or neglect for any employee, child care staff member, owner or administrator.
- Child(ren) not protected from harm which resulted in a serious incident or injury.

5101:2-12-20 Sleeping and napping requirements for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- Child placed in crib with object which poses suffocation/strangulation risk (item tied around neck, blankets, pillows, boppies, bumper pads, etc.).
- Stacked cribs are used.
- Cribs do not meet size requirements.
- Cribs are unstable.
- Something other than a crib is used for napping.
- Cribs do not meet the Consumer Product Safety Commission standards.
- JFS 01235 sleep position waiver needed but not on file.

5101:2-12-21 Evening and overnight care for a licensed child care center

Serious Risk Non-Compliance (6 Points)

- Staff responsible for supervising children are asleep.
- Child(ren) are asleep on unapproved floor of the building.

5101:2-12-23 Infant care and diaper care for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- Breast milk given to wrong child.
- Container used for heating bottles was accessible to children.

5101:2-12-24 Swimming and water safety requirements for a licensed child care center

Serious Risk Non-Compliance (6 Points)

- No life guard present during water activity.
- Staff not actively supervising.
- Life guard is used to meet ratio.
- Swimming site accessible to children without staff supervision.
- Children are swimming in lakes, ponds, rivers, etc.

5101:2-12-25 Medication administration, food supplements and medical foods for a licensed child care center

Moderate Risk Non-Compliance (3 Points)

- Medication form not on file or missing information.
- No label on prescription medication.
- Medication not in original container.
- Medication accessible to children.
- Medication instructions not followed.
- The wrong dosage was administered to the child.

Serious Risk Non-Compliance (6 Points)

- Medication was administered to the wrong child.

Administrator Qualifications

A child care administrator shall have completed a high school education and at least one of the following items listed under education combined with experience where noted:

Education	Experience
Associate, bachelor, master, or doctoral or other post-graduate degree in child development, early childhood education or related field approved by the Ohio department of job and family services (ODJFS). Must be from an accredited college, university or technical college.	No minimum experience.
A license designated as appropriate for teaching in an associate teaching position in a preschool setting issued by the state board of education pursuant to section 3319.22 of the Ohio Revised Code.	No minimum experience.
An infant and toddler or early childhood credential from a program accredited by the Montessori accreditation council for teacher education.	No minimum experience.
Two years of training, including at least four courses in child development or early childhood education from an accredited college, university, or technical college.	No minimum experience.
An "Ohio Administrator Credential" as approved by ODJFS.	No minimum experience.
Designation under the career pathways model as an early childhood professional level three.	No minimum experience.
Designation under the career pathways model as an early childhood professional level two.	Two years of experience working as a child care staff member in a licensed child care program.
Designation under the career pathways model as an early childhood professional level one (within one year, must have designation as an early childhood professional level two).	Two years of experience working as a child care staff member in a licensed child care program.
At least four courses in child development or early childhood education from an accredited college, university, or technical college.	Two years of experience working as a child care staff member in a licensed child care program and WAS NOT promoted from within that center.
A current child development associate credential issued by the council for professional recognition.	Two years of experience working as a child care staff member in a licensed child care program.
No minimum education above the high school diploma or GED, but within 1 year of being named administrator, must have completed at least four courses in child development or early childhood education from an accredited college, university, or technical college. Verification of high school education shall meet the requirements in appendix B to rule 5101:2-12-08 of the Administrative Code.	A person who has two years of experience working as a child care staff member in a licensed child day care program and WAS promoted from within that center.

Written Information for Parents and Employees

Written information shall be developed and provided to parents and employees that include policies and procedures of the center containing, at a minimum, the following:

General Information

1. Center name, address, email address and telephone number.
2. Description of the center's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
4. Staff/child ratios and group size.
5. Meals and snacks provided.
6. Outdoor play, including limitations placed on outdoor play due to weather or safety issues. Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.
7. Opportunities for parent involvement in center activities.
8. Opportunities for parents to meet with teachers regarding their child.
9. Payment schedule, overtime charges and registration fees as applicable.
10. Programs shall have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

Center Policies and Procedures

1. Enrollment including required enrollment information.
2. Care of children without immunizations.
3. Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision and child guidance.
5. Parent provided food and center-wide dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the center supplements food when the parent does not provide sufficient food for the day.
6. Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child.
7. Summary of procedures taken in the event of an emergency, serious illness or injury.
8. Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments.
9. Transportation for trips and emergencies.
10. Water activities/swimming.
11. Infant care, if applicable, including frequency of diaper checks.
12. Napping and Resting.
13. Evening and overnight care, if applicable.
14. Policy on operation and/or closing due to weather, school delays or closings and any other factors.
15. Policy on when the center will require disenrollment of a child
16. Procedure for parents or employees to follow when needing assistance in resolving problems related to the child care center.
17. Policy on whether or not the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
18. Policy on whether the program conducts formal assessments on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

Appendix A to Rule 5101:2-12-08

**Medical Statement Requirements for Administrator, Employees, and Child Care Staff
Members in a Licensed Child Care Center**

The following shall be contained in a medical statement:

- The date of the examination (must be within the previous twelve months).
- The signature, business address, telephone number of the licensed physician, physician's assistant, advanced practice registered nurse, certified midwife or certified nurse practitioner who completed the examination.
- A statement that verifies that the employee is:
 - Physically fit for employment in a center caring for children.
 - Immunized against measles, mumps and rubella (MMR), except that for persons born on or before December 31, 1956, a history of measles or mumps disease may be substituted for the vaccine. A history of rubella disease shall not be substituted for rubella vaccine. Only a laboratory test demonstrating detectable rubella antibodies shall be accepted in lieu of rubella vaccine.
 - Immunized against tetanus and diphtheria. At the time the next booster for tetanus and diphtheria is due, the employee shall also be immunized against pertussis (Tdap). As of January 1, 2018, all employees shall on file written verification being immunized against pertussis from a licensed physician, physician's assistant, advanced practice registered nurse, certified midwife or certified nurse practitioner.
 - The person may be exempt from the immunization requirement for religious reasons upon filing a written request with the center, and for medical reasons upon filing a written request signed by a licensed physician.
- An additional report or examination by a licensed physician or mental health professional may be required when there is concern about an employee's ability to perform required duties.

Appendix B to Rule 5101:2-12-08

Verification of High School Education

Verification of a high school education shall be one of the following:

1. A copy of a high school diploma recognized by the state board of education or the appropriate agency of another state or country as equivalent to the completion of a high school education.
2. A copy of other written documentation verifying high school completion or equivalency, such as the Ohio general education development high school equivalence diploma (GED).
3. A copy of the degree or transcript verifying completion of an associate's degree or higher from an accredited college, university or technical college.
4. For the home schooled student, a letter from the state or local board of education stating that the curriculum for the course of home study taken by the employee meets the required standards for high school education completion.
5. If the person does not have a copy of his or her high school diploma because of being a refugee, he or she may submit both of the following instead:
 - a. Documentation from the federal government that the person was admitted to the United States of America as a refugee.
 - b. A notarized statement that the person received a high school diploma (or equivalent) in his or her home country prior to being admitted to the United States as a refugee.

Standards for Rehabilitation

An applicant, employee, owner or administrator of a license child care center who has a prohibited offense shall meet the following standards for rehabilitation:

1. If the offense was a misdemeanor:
 - a. At least three years have elapsed from the date the individual was fully discharged for imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
2. If the offense was a felony:
 - a. At least 10 years have elapsed since the individual was fully discharged from imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
 - c. The felony was not one of the following:

R.C. 2903.01 – Aggravated Murder
R.C. 2903.02 – Murder
R.C. 2903.11 – Felonious Assault
R.C. 2903.12 – Aggravated Assault
R.C. 2903.13 – Assault
R.C. 2905.01 – Kidnapping
R.C. 2907.02 – Rape
R.C. 2907.03 – Sexual Battery
R.C. 2907.12 – Felonious Sexual Penetration (as this former section of law existed)
R.C. 2907.321 – Pandering Obscenity Involving a Minor
R.C. 2907.322 – Pandering Sexually Oriented Matter Involving a Minor
R.C. 2907.323 – Illegal Use of a Minor in Nudity-Oriented Material of Performance
R.C. 2909.02 – Aggravated Arson
R.C. 2909.03 – Arson
R.C. 2919.22 – Endangering Children
R.C. 2919.25 – Domestic Violence

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

3. The victim of the offense (misdemeanor or felony) was not one of the following:
 - a. Under 18 years of age.
 - b. Functionally impaired as defined in section 2903.10 of the Revised Code.
 - c. Intellectually disabled or developmentally disabled as defined in section 5123.01 of the Revised Code.
 - d. Mentally ill as defined in section 5122.01 of the Revised Code.
 - e. 60 years of age or older.
4. The following additional factors shall also be considered:
 - a. The age of the person at the time of the offense.
 - b. The nature and seriousness of the offense.
 - c. The time elapsed since discharge from imprisonment, probation or parole.
 - d. Whether the person is a repeat offender.

Appendix A to Rule 5101:2-12-10

Health Training CoursesCourse Content for First Aid

1. Follows guidelines, including length of training time, and curriculum designed for child care staff by an Ohio Department of Job and Family Services (ODJFS) approved health organization.
2. May include cardiopulmonary resuscitation (CPR) training.
3. Is valid for the number of years indicated on a card or form provided by the approved health organization.
4. May be updated by completion of a three-hour review course covering the same topics or completion of the full course.

Course Content for CPR

1. Follows guidelines, including length of training time, and curriculum designed by an ODJFS approved health organization.
2. Is appropriate for all age groups the center is currently serving.
3. Is valid for the number of years as indicated on a card or form provided by the approved health organization.

Course Content for Management of Communicable Disease

1. Follows guidelines and curriculum designed for child care staff by an ODJFS approved health organization or is at least six hours in length and follows the ODJFS/ODH curriculum. Is valid for three years.
2. May be updated by completing a three-hour review course covering the same topics to meet annual training requirements.

Course Content for the Six-Hour Child Abuse Recognition and Prevention

1. Is valid for three years.
2. May be updated by completing the three-hour review course.
3. Covers all of the following topics:
 - Ohio law and rules pertaining to child abuse and neglect, including definitions, reporting and confidentiality requirements and the requirement to report suspected abuse or neglect by child care staff members if observed or suspected.
 - Physical and behavioral indicators of child abuse and neglect.
 - Details on reporting, including penalty, immunity and how and to whom to report.
 - The investigatory role of the children's protective services agency.
 - The sharing of information and the role of law enforcement, licensing and the courts in reports of child abuse and neglect.
 - Helping families who have occurrences of abuse or neglect.
 - Prevention of child abuse and neglect in the center, including: staff supervision and training, policies and procedures and appropriate discipline.

Health Training Approved Trainers

First Aid Trainers

1. Authorized first aid trainer for an ODJFS approved health organization.
2. Licensed physician or registered nurse.
3. Emergency medical service instructor.

CPR Trainers

1. Authorized CPR trainer for an ODJFS approved health organization.

Management of Communicable Disease Trainers

1. Authorized communicable disease trainer for an ODJFS approved health organization.
2. Licensed physician or registered nurse.

Approved Child Abuse Recognition and Prevention Trainers

1. Authorized trainer for a public children services agency (PCSA).
2. Person with at least an associate's degree in social work, child development or related field from accredited college and two years of experience professionally assessing child abuse and neglect for a PCSA or an agency contracted by a PCSA or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training.
3. Licensed physician or registered nurse with two years of experience professionally assessing child abuse and neglect or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training.

Appendix B to Rule 5101:2-12-10

Professional Development Training TopicsChild Growth and Development

- Child nutrition.
- Children with special needs.
- National child care standards as published by the American academy of pediatrics and American public health association and state licensing requirements.
- Brain development.
- Benefits of outdoor play and gross motor activities.
- Social/emotional development.
- Challenging behaviors.
- Cognitive development.
- Health and wellness.

Family/Community Relations

- Working with parents and families.
- Community health, pediatrics or social services resources for children and families.
- Transitioning.
- Cultural diversity/awareness.
- Disaster planning and preparedness.
- Community needs assessment.

Daily Planning, Child Observation and Assessments

- Planning and administering child care, recreational or educational programs and activities for children birth to fourteen.
- Curriculum.
- Approaches to learning.
- Physical education.
- Language and literacy.
- After-school programming.
- Assessment, screening and referrals.

Career Development

- Ethics and professionalism in child care.
- Stress management.
- Assessment and observation of teachers.
- Using child care tools.
 - Ohio/SUTQ approved.
 - Systems training.
 - Provider portal/provider agreement/OCLQS/e-manuals/child care websites.
- Individualized education plan/individualized family service plan.

- Strategic leadership and planning.
- Financial planning.
- Marketing.
- Business practices.
- Publicly funded child care.
- Confidentiality/Health insurance portability and accountability act.

Learning Environment and Experiences

- Developmentally appropriate equipment and classroom arrangement.
- Guiding children's behavior/ developmentally appropriate child guidance and classroom management.

Any "Ohio Approved" training

Professional Development Approved Trainers

Approved Professional Development Trainers

1. Has two years' experience in the specific subject matter and meets one of the following:
 - a. Completed ninety quarter credit hours or sixty semester credit hours from an accredited college, university, or technical college. The coursework shall include at least thirty-six quarter credit hours or twenty-four semester credit hours in courses in child development or courses related to the subject of the training.
 - b. Has a currently valid CDA.
 - c. Preprimary credential from the association montessori internationale or the American montessori society.
 - d. Licensed physician or registered nurse.

Depth of Protective, Resilient Surface Needed for Playground Equipment Adapted from the Consumer Product Safety Commission

↓ Material	Equipment Height		
	1'1" to 4'	4'1" to 9'	9'1" to 11'
Woods Chips	6"	9"	12"
Double Shredded Bark Mulch	6"	9"	12"
Engineered Wood Fibers	6"	12" (9" for equipment up to 7 ft.)	12"
Fine Sand	6"	12"	Not suitable
Coarse Sand	6"	12" (for equipment up to 6 ft.)	Not suitable
Fine Gravel	6"	12"	12" (for equipment up to 10 ft.) (not suitable for equipment higher than 10 ft.)
Medium Gravel	6"	12" (for equipment up to 6 ft.)	Not suitable
Shredded Tires	6"	6"	6"

Description of Loose-Fill Surfacing Materials in Table

- 1. Wood Chips**- Random sized wood chips, twigs, and leaves collected from a wood chipper being fed tree limbs, branches, and brush.
- 2. Double Shredded Bark Mulch** - Similar to shredded mulch commonly used by homeowners to mulch shrubs and flower beds.
- 3. Engineered Wood Fibers** - Relatively uniform sized shredded wood fibers from recognized hardwoods.
- 4. Fine Sand** - White sand purchased in bags marked "play sand."
- 5. Coarse Sand** - Sand typically used for landscaping and construction.
- 6. Fine Gravel** - Usually obtained from a supplier to the residential landscaping market. Gravel particles are rounded and generally less than 3/8 inch in diameter.
- 7. Medium Gravel** - Rounded as found in river washed or tumbled stone.
- 8. Shredded Tires** - The size of the particles and the method by which they are produced may vary from one manufacturer to another. If such materials are used the supplier should provide test data showing the critical height of the material when tested. In addition, a guarantee should be obtained from the supplier that the material is free from steel wires or other contaminants.

Additional information can be obtained at www.cpsc.gov

Appendix A to Rule 5101:2-12-13

Schedule for Cleaning and Sanitizing Items

To **clean**: Wash the surface or item with a detergent solution or other appropriate commercial product used for cleaning purposes. Questions about products must be directed to the manufacturer of the product. Follow the manufacturer's instructions exactly.

To **sanitize**: Centers must use a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item you are sanitizing. Questions regarding commercial products must be directed to the manufacturer of the product or the US EPA. Follow manufacturer's instruction exactly when using any product to sanitize.

All bottles of cleaners and sanitizers must be labeled with the contents.

Area/Object	Clean	Sanitize	Frequency Requirements
Any item soiled with blood or bodily fluids	X	X	Immediately
Blankets/sheets for cots or cribs	X		Weekly, when soiled and before another child uses.
Bottles, bottle caps, nipples and other equipment used for bottle feeding	X	X	Clean and sanitize by washing in a dishwasher or by washing, rinsing and boiling them for one minute, before it can be reused.
Carpets	X		Vacuum weekly or when soiled. Clean when soiled.
Changing table	X	X	Clean when visibly soiled and sanitize after each use.
Cots/Pads/Mats	X	X	Before assigning to a different child, when soiled, and at least every 3 months.
Cribs	X	X	Monthly, when soiled and before another child uses.
Diaper receptacles	X	X	Daily or more frequently as needed to eliminate odor.
Dishes/Cups/Silverware/ Water Containers	X	X	Clean after each use. Water containers that are labeled with the child's name can be used all day, but must be cleaned and sanitized before used again on another day.
Dress up clothes and hats (Dramatic Play)	X		Monthly and when soiled.
Floors	X		Weekly and when soiled.
Food prep area, including sink	X	X	Before and after preparing food (including bottle preparation) and between preparing raw

Area/Object	Clean	Sanitize	Frequency Requirements
			or cooked food.
Potty chairs	X	X	After each use, empty contents into toilet, rinse with water, clean and sanitize.
Tables (food)/High chair trays	X	X	Before and after each use.
Tables (play)	X	X	Clean when visibly soiled. Sanitize daily.
Toilet bowls	X	X	Clean when visibly soiled. Sanitize weekly.
Toilet seats, handles and hand washing sinks	X	X	Clean when visibly soiled. Sanitize daily.
Toys that go into the mouth	X	X	After each child's use.
Toys – other than those going into mouth	X		Monthly and when visibly soiled.
Washable furniture (including fabrics on infant equipment)	X		Weekly and when soiled: upholstered furniture must be steam cleaned when soiled, if not covered by a washable slipcover. Slipcovers must be washed at least every six months and when soiled.
Wastebaskets, including lids	X	X	Empty daily and more frequently as needed. Clean and sanitize when visibly soiled.

Handwashing

Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer (if 24 months or older), at the following times:

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
- Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).

Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

Appendix C to Rule 5101:2-12-13

Smoke Free Environment

- The center shall provide for a smoke free environment for the children and adhere to the following requirements:
 - Smoking shall only be allowed on the premises of the center during its hours of operation if the person who is smoking cannot be seen by the children and if he or she smokes in either of the following:
 - An indoor area that is separately ventilated from the rest of the center. "Separately ventilated" means stand-alone ventilation, separate from the building's heating and cooling source.
 - An outdoor area that is so far removed from the children being cared for that the children cannot inhale any smoke.
- The center shall not expose children to cigarette, cigar or pipe butts or ashes.
- If smoking is permitted in the center during hours that the center is not operating, the administrator shall provide written notice to the parent of each child enrolled that smoking occurs at the center outside of center operating hours.
- The administrator shall post in a noticeable place at the main entrance of the center, a notice stating that smoking is prohibited.
- Smoking shall be prohibited in all vehicles owned by the child care center. Smoking shall be prohibited in all privately owned vehicles when occupied by children

Note: The above requirements also include smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.

Written Permission When Children Are Transported

Routine Trips

Written permission from the parent shall include:

- The child's name.
- The destination(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.

The written permission shall be valid for the routine trip(s) for one year or until withdrawn by the parent.

Field Trips

Written permission from the parent shall include:

- The child's name.
- The date(s) and destination(s) of the trip(s).
- The departure and return time(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.

The provider shall secure written permission for all field trip(s) and shall inform the parent about each trip in advance.

Appendix B to Rule 5101:2-12-14

Licensed Center Vehicle Requirements

1. Effective until January 1, 2017:
 - a. Centers that are issued a provisional license after September 1, 2008 shall not be permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers. This applies to all vehicles that are owned, leased or contracted.
 - b. Centers that replace or add a vehicle shall not be permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers. This applies to all vehicles that are owned, leased or contracted.
 - c. Vehicles used for transporting children which are purchased, leased or contracted after September 1, 2008 are required by the United States department of transportation to be equipped with seat belts at the time of manufacture or assembly, shall have factory installed passenger restraint anchorages and passenger restraints that are suitable for transporting children of any age. "Factory installed" means installed by the manufacturer or retrofitting that is accompanied by a certification document from the manufacturer. Add-on restraints such as infant carriers, car seats or booster seats are designed to be installed by the end user and are not subject to these requirements.
 - d. All vehicles operated by the center or driven by the center staff, or vehicles used by contractors for transporting children for routine trips or field trips shall be mechanically safe and shall receive an annual safety check from an automotive service excellence (ASE) certified mechanic. 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. School buses and multifunction school activity buses which are inspected and licensed by the Ohio state highway patrol are exempt from the annual safety check required in this rule.
2. Effective January 1, 2017:
 - a. Centers may use any of the following vehicles to transport children:
 - i. School buses as defined in section 4511.01 ORC.
 - ii. Multi-function school-activity buses.
 - iii. Vehicles designed by the manufacturer to carry nine or fewer passengers.
 - b. No program shall transport children in converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers.
 - c. Vehicles used for transporting children which are purchased, leased or contracted after September 1, 2008 and are required by the United States department of transportation to be equipped with seat belts at the time of manufacturing or assembly, shall have factory installed passenger restraint anchorages and passenger restraints that are suitable for the use in transporting children of any

age. "Factory installed" means installed by the manufacturer or retrofitting that is accompanied by a certification document from the manufacturer. Add-on restraints such as infant carriers, car seats or booster seats are designed to be installed by the end user and are not subject to these requirements.

- d. All vehicles operated by the center or driven by the center staff, or vehicles used by contractors for transporting children for routine trips or field trips shall be mechanically safe and shall receive an annual safety check from an automotive service excellence (ASE) certified mechanic. 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. School buses and multifunction school activity buses which are inspected and licensed by the Ohio state highway patrol are exempt from the annual safety check required in this rule.

Diseases for Immunizations

1. Chicken pox.
2. Diphtheria.
3. Haemophilus influenzae type b.
4. Hepatitis A.
5. Hepatitis B.
6. Influenza (if seasonal vaccine is available).
7. Measles.
8. Mumps.
9. Pertussis.
10. Pneumococcal disease.
11. Poliomyelitis.
12. Rotavirus.
13. Rubella.
14. Tetanus.

First-Aid Kit Contents

The first-aid kit shall contain at least all of the following:

- One roll of hypoallergenic first-aid tape.
- Individually wrapped sterile gauze squares in assorted sizes.
- Sterile adhesive bandages in assorted sizes.
- Tweezers.
- Gauze rolled bandage.
- Triangular bandage.
- Rounded end scissors.
- Tooth preservation system or fresh chilled liquid milk in which to transport a lost permanent tooth (for centers serving school age children only), including a written reference indicating location of the refrigerator/freezer where milk is stored if a tooth preservation system is not part of the first aid kit.
- A working digital thermometer.
- Disposable non-latex gloves.
- A working flashlight.
- An instant cold pack that has not been activated or ice, including a written reference indicating location of the refrigerator/freezer where the ice is stored if an instant cold pack is not part of the first aid kit.
- Sealable leak-proof plastic bags in assorted sizes or double bagged plastic bags that can be securely tied for materials soiled with blood or bodily fluids.
- Pocket mask or face shield, appropriate for all ages of children in care, for cardiopulmonary resuscitation (CPR) administration.

In addition to the above items, on field trips or when transporting away from the center, the following items are required:

- Soap or waterless sanitizer.
- Bottled water.

Appendix B to Rule 5101:2-12-16

Caring for Sick Children

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

Categories of Developmentally Appropriate Equipment and Materials.**Infant**

- Pretend or dramatic play materials.
- Manipulative materials and equipment.
- Large blocks.
- Language arts and auditory materials and equipment.
- Music equipment.
- Transportation materials and equipment.
- Gross motor activities materials and equipment.
- Sensory perceptual motor materials.

Toddler and Preschool

- Art supplies.
- Manipulative materials and equipment.
- Blocks.
- Science-nature equipment.
- Language arts and auditory materials and equipment.
- Pretend or dramatic play materials.
- Music equipment.
- Transportation materials and equipment.
- Gross motor equipment.
- Sensory motor equipment.

School-Age

- Art supplies.
- Manipulative materials and equipment.
- Blocks.
- Science-nature materials.
- Language arts materials and equipment.
- Pretend or dramatic play materials.
- Music equipment.
- Transportation materials and equipment.
- Sports and gross motor equipment.

Appendix A to Rule 5101:2-12-18

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Appendix A to Rule 5101:2-12-19

Allowable Discipline Techniques

The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.

12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

Meal and Snack Requirements

The number of meals, snacks and/or breakfast provided by a licensed child care center shall be available as follows:

Center Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 1 snack • 1 meal and breakfast
More than 8 hours and fewer than 14 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 2 snacks • 1 meal and breakfast • 1 meal and 1 snack • 2 meals and 1 snack
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy
 - a) 100% whole homogenized vitamin D fortified for children 12 to 24 months
 - b) 1% or skim homogenized vitamin A and D fortified for children over 24 months

Meal, snack and breakfast food group requirements:

Type of Feeding	Food Group
Meal (must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)	All of the following: <ul style="list-style-type: none"> • 1 serving of fluid milk • 1 serving of meat or meat alternative • 2 servings of fruits and/or vegetables • 1 serving of bread and grains
Breakfast	1 serving each from 3 of the 4 basic food groups
Snack	1 serving each from 2 of the 4 basic food groups

Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ⅓ oz.	½ slice ⅓ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:

http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm

Appendix A to Rule 5101:2-12-23

Breast Milk Storage

If the breast milk is stored:	Then keep it as long as:
At room temperature (up to 78 degrees Fahrenheit)	6 to 8 hours
In the refrigerator (39 degrees Fahrenheit or lower)	Up to 5 days counted from the day the breast milk was pumped
In a freezer compartment inside a refrigerator (5 degrees Fahrenheit)	2 weeks
In a freezer compartment of a refrigerator with separate doors (0 degrees Fahrenheit)	3 to 6 months
Chest or upright deep freezer (-4 degrees Fahrenheit)	6 to 12 months